



Real Estate Development  
and Capital Operations  
Pandemic Recovery Plan (REDCOPRP)  
June 2020

# Table of Contents

- I. INTRODUCTION ..... 3
- II. PURPOSE ..... 3
- III. CONCEPT OF RECONSTITUTION ..... 3
- IV. RECONSTITUTION PLANS ..... 4
  - A. ORDERS OF SUCCESSION..... 4
  - B. DELEGATIONS OF AUTHORITY ..... 4
- V. CONCLUSION..... 4
- VI. APPENDICES ..... 5
  - 1. Public Safety Recovery Plan ..... 6
  - 2. Facility Systems Recovery Plan ..... 7
  - 3. Environmental Health and Safety Recovery Plan ..... 8
  - 4. REDCO Administration Recovery Plan ..... 9
  - 5. Facilities Services Recovery Plan..... 10
  - 6. Campus Planning, Design, and Construction Recovery Plan ..... 11



## I. INTRODUCTION

The mission of Real Estate Development and Capital Operations (REDCO) is to provide a healthy, safe, and helpful campus experience for students, parents, faculty, staff and alumni. We will maximize the use of human and financial resources to create an environment for learning, research, and innovation for the NJIT family through the incorporation of teamwork, communication, and creativity. Our team endeavors to be personable and approachable, remain flexible and accommodating, while delivering quality customer service. The division of Real Estate Development and Capital Operations is committed to promoting a professional community through development and growth, using advanced technology and best practices.

REDCO provides many essential functions to the campus, including, Public Safety, Environmental Health and Safety, Facilities Services, Facilities Systems, and Campus Planning, Design, and Construction. Therefore, REDCO leadership crafted a plan to assist in the reconstitution or recovery of these essential functions and a return to regular operation in support of teaching, learning, and research. REDCO will be forced to modify some operations in response to the pandemic outbreak this plan, and accompanying appendices analyzes every process considering delivery of the expected levels of service with the health and safety of the NJIT community considered paramount.

## II. PURPOSE

This plan provides guidance to REDCO organization in reconstituting essential functions and services as we recover from the COVID-19 pandemic. This guidance outlines the phased integration of necessary processes using mitigation strategies, such as process modification, engineering controls, and use of personal protective equipment. Social distancing, increased hygiene, and similar approaches will remain important as we recover from the pandemic.

## III. CONCEPT OF RECONSTITUTION

REDCO will monitor the continued severity of the pandemic and work with the NJIT Pandemic Recovery Steering Committee to modify response to the pandemic threat, regardless of the phase. The REDCO PRP will be implemented as needed to support the continued performance of essential functions while maintaining the health and safety of the NJIT community. The goal is to perform these essential functions within Public Safety, Environmental Health and Safety, Facilities Services, Facilities Systems, Campus Planning, Design, and Construction, and REDCO Administration to support the recovery of the campus for instruction, research, and other support functions of the University. The REDCO PRP will address recovery based on the federal “Opening Up America Again” phases outline below:

- **Recovery phase 0** – campus closure, except for essential staff
- **Recovery phase 1** – minimal campus activities, no standard face-to-face classes but continuing research and special classes such as laboratories and studios operating on an as required basis, with the highest possible level of social distancing implemented, most campus personnel working remotely

- **Recovery phase 2** – significant social distancing with classes operating at or below 50% occupancy limits and strict limits on gathering/meeting size, plus reduced campus staffing with some people working remotely
- **Recovery phase 3** – minimal social distancing with all classes and campus events occurring but with attention given to restricting unnecessarily large gatherings and protecting vulnerable populations
- **Full recovery** – fully normal operations with no social distancing expectations

## IV. RECONSTITUTION PLANS

### A. ORDERS OF SUCCESSION

Since a pandemic may continue to affect regions of the United States differently in terms of timing, severity, and duration, and a wave of recurrence may impact NJIT again in the future, Real Estate Development and Capital Operations has identified the following order of succession:

- Senior Vice President, REDCO
- Associate Vice President, Facilities Services
- Assistant Vice President, Facilities Systems
- Assistant Vice President, Campus Planning, Design, and Construction
- Executive Director, Environmental Health and Safety
- Chief of Police
- Manager, REDCO Administration

### B. DELEGATIONS OF AUTHORITY

At the height of a pandemic wave, absenteeism may be significant, as such, REDCO has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. The REDCO Delegations of Authority for the division leadership are noted as the same for the order of succession noted in Section IV, A.

## V. CONCLUSION

Reconstituting NJIT's essential functions and services as we recover from the pandemic requires additional considerations beyond traditional operation. Unlike reopening the University after a power outage or similar, short term emergency, reopening after a pandemic will require analysis and modification of every operational process. REDCO will endeavor to support the reconstitution of New Jersey Institute of Technology through a phased process, in alignment with Federal, State, and City guidelines, while protecting the health and welfare of the community.

## VI. APPENDICES

1. Public Safety Recovery Plan
2. Facility Systems Recovery Plan
3. Environmental Health and Safety Recovery Plan
4. REDCO Administration Recovery Plan
5. Facilities Services Recovery Plan
6. Campus Planning, Design, and Construction Recovery Plan

1. Public Safety Recovery Plan

# **Public Safety-NJIT Continuity of Operations**

## **Preparedness**

As NJIT moves forward with plans for resuming university operations within the “New Norm” the NJIT Police Department remains committed to providing the community and visitors with the highest quality of law enforcement services.

From the onset of the COVID-19 Pandemic, the department has effectively implemented new policies and procedures and effected necessary operational adjustments to ensure continuity of operations. Our plans have been successful in providing for the health and safety of the officers and continuation of the department’s essential functions, enabling officers to perform throughout a wide range of emergencies that impact the safety of the campus community.

In following Federal plans for reopening NJIT, and to the extent possible, the department will embrace “Lessons Learned” as we build our current play book in response to the COVID-19 Pandemic. To this end, the department will continue our “Phase 1” internal operational parameters, transitioning to “Phase 2” operations as we move towards the fall semester.

## **Continuity Phase 0-1:**

The Department of Public Safety is providing assistance to the community for all non-emergency calls via 973-596-3111. In the event of a department-wide quarantine, the non-emergency number will be forwarded to an assigned cell phone and will be answered by non-symptom affected PSD personnel working from home.

In the event that our 9-1-1 operators are unable to answer emergency calls, the calls will be routed to Livingston Police Department and then Fairfield Police Department. Both agencies are advised to contact Rutgers Police Department, Newark Police Department, Newark Fire Department or University EMS, to assist the community, based on specific emergency needs.

In the instance of dispatcher center disruption, dispatch functions will be provided via the P25 radio at a remote location and/or providing Newark Police Department with a NJIT P25 radio for dispatching and responding purposes. (The P25 radio functions over state police cellular network (P25) and will effectively communicate, radio to radio, from anywhere in New Jersey north of exit 124 (Sayreville / S Amboy) on the Garden State Parkway.)

In addition, patrol functions are anticipated to be continued by NJIT Police and Public Safety Officers; but partnerships have been formed with Newark Police, Livingston Police Department, and Fairfield Police Department to address all potential emergency operational challenges. Executive, Command and Supervisory staff will maintain ongoing telephonic communication via remote site and/or other law enforcement PSAP partners.

In the event an emergency, when communication to the community is required, notifications will be sent from off- site cell phones and/or personal computers via “SendWordNow” system. All department staff with the rank of Sergeant and above have been trained on sending SendWordNow.com notifications.

## **Public Safety-NJIT Continuity of Operations**

When necessary, there will be an on-call supervisor notification list created for the purpose of sending campus wide notifications immediately. Additionally, Command Staff of the Department have VPN access setup on department-issued computers in order to send Mass Mailer Mechanism (M3) notifications remotely.

Personal protective equipment (PPE) and sanitizing agents have been procured for the initial phase. All sanitizing chemicals are approved by the Environmental Protection Agency (EPA) for the use in killing the COVID-19 / SARS-COV-2 on surfaces. Additionally Personal Protective Equipment (PPE) has been deployed made available for use. Policies and procedures, for utilization of PPE's as well as personnel and facility sanitizing protocols are in place and ongoing.

In order to maintain continuation of police services to the community all medically cleared police personnel have been issued or have available P100 partial face mask respirators, disposable face shields, 4ml Nitrile exam gloves, disposable coveralls, boot covers and hand sanitizer.

Full PPE will always be utilized when officers are sent to emergency medical calls when an Emergency Medical Dispatcher (EMD) is able to obtain information that warrants concern of a potential COVID-19 patient or when dispatch confirms an address to have a reported case of COVID-19 through the medical COVID-19 location list. Additionally, PPE surgical face masks will be worn by officers on patrol to help prevent the spread of COVID-19 within the department and community.

All Public Safety Officers are directed to limit hand contact and maintain a distance of 6 feet when feasible from community members. Public Safety Officers are directed to utilize hand sanitizer after conducting building checks and/or wash hands with soap and water vigorously, for 20 seconds in accordance with CDC Guidelines. In addition, all public safety officers will wear gloves in order to prevent the spread of COVID-19 while conducting these checks.

In the event, the above practices fail, The NJIT Police Department, has in place, a Memorandum of Agreement (MOA) with the Newark Police Department (NPD). This MOA permissions NPD to patrol the NJIT campus with a minimum of 4-6 police officers and to respond to calls of service in the event COVID-19 affects 50% or more of police staffing for NJIT or NPD. This agreement is bilateral and will benefit the continuation of police services to NJIT and Newark North and Central Wards.

If quarantine is set in place, Public Safety Officers will only be permitted to check exterior doors and maintain a high visibility presence in open-air spaces. They are required to wear gloves when doing such door checks.

In the event of quarantine of personnel or evacuation of department space the department will be disinfected immediately. If the entire department does not require quarantine, those officers not affected will operate out of our Headquarters or out of the CSO/EMT space located at the northeast lower level corner of the parking deck located at 393 MLK Blvd. The continued

## **Public Safety-NJIT Continuity of Operations**

operational location(s) will be contingent upon the extent of contaminated personnel within the department.

The main lobby to NJIT Police Department will remain secured at all times, with “buzz” in access for the community to limit exposure in the common areas within the department. Access to the EMT/CSO space shall be limited to department personnel assigned to that area only. To ensure the reduction in community presence within our department, when practicable, all officers shall take reports via phone to prevent the spread of COVID-19 within the department and community.

In addition, to prevent the spread of COVID-19, officers have protocols to sanitize police vehicles with EPA listed chemicals whenever a community member is transported inside a patrol vehicle or when potential officer exposure to COVID-19 determined. As available, to prevent the spread of COVID-19 between officers via vehicle usage, we will cycle three police vehicles a day through the Newark Police Department “fogging” sanitizing process at Newark Emergency Management facility located on Orange Street.

Police vehicles will be grounded from use if suspected COVID-19 contamination is present department wide or assigned vehicles if a specific population of the department is affected. Vehicles will immediately be decontaminated by Newark Police Department “fogging” process and personnel wearing PPE using EPA listed cleaning agents to ensure patrol presence can resume.

Department patrol vehicle laptops are being utilized for completion of reports and to run plates for criminal justice purposes. Command Staff has consulted with NJIT Information Technology Department (IT) personnel and Enforsys to “white list” internet protocol address to allow for remote cloud access of our report management and computer automated dispatcher system(s).

To minimize the spread of COVID-19 within the department Police and Public Safety personnel have been placed on modified schedules consisting of physical work assignments and “on call” assignments. These modified schedules will also provide for symptom development periods for monitoring and preventing the spread of COVID-19. In addition, they will limit the amount of personnel utilizing department equipment and spaces within the department, while still providing minimum but adequate patrol presence.

Command Staff and administrative sergeants are continuing to work from remote or home locations. This will prevent the spread of COVID-19 within the confines of headquarters.

The use of vacation time, personnel time, and floating/designated holidays is presently suspended to ensure patrol staffing remains available.

During Phase “Phase 1” all community policing is limited to police vehicle parades of “thank you” to local and county community members working to battle the COVID-19 pandemic. Use of department social media accounts, community phone calls, and emails are being utilized for community policing and outreach.

## **Public Safety-NJIT Continuity of Operations**

### **Phase 1 Conclusion**

The Department of Public Safety will ensure the highest level of service to the community at all times in order to maintain and foster a safe learning and working environment, for our NJIT and surrounding community. It is the expectation that all members of the NJIT Department of Public Safety will continue to work in a collaborative and professional manner, at all times.

Additionally, all members of this department are tasked with ensuring that the primary mission and essential functions of the department are maintained, at all times, in light of both current circumstances as well as future and/or unforeseeable events.

### **Continuity Phase (2):**

Prior to the beginning of fall 2020 semester, Public Safety will transition to Phase 2 and begin to resume functions that move the department towards the “new normal”. We will begin to focus more on daily operational needs, such as training, community policing, and other such related areas beyond those specifically related to COVID-19.

During this phase Police and Public Safety Officer Schedules will be fluid and evaluated on an ongoing basis. Shift and hours for police and public safety will be adjusted to meet the needs of the community while ensuring the safety of officers.

Initially, Command Staff and administrative sergeants will continue to work from remote or home locations. This will prevent the spread of COVID-19 within the confines of headquarters. Effective June 15<sup>th</sup> command staff and administrative sergeants will be rotated at a rate of two commanding officer’s per shift and will be assigned to both administrative and field operations as directed by the chief of police. Effective June 22<sup>nd</sup> all command and administrative functions of this department will resume pre-COVID-19 schedules.

The current temporary 4 on, 4 off, 4 on call, 4 off rotating schedule for police officers and 3 on, 2 off, 2 on call rotating schedule for Public Safety Officers will continue into phase two and end at 2300 hours on June 30<sup>th</sup>, unless more than 50% of the community returns to NJIT, if the state and/or federal government remove restrictions, or if circumstances dictate, Security Officers may resume normal work schedules and assignments during this phase.

Detectives will be assigned to field patrol and investigative functions on a rotating basis. Each month one Detective Sergeant and one Detective will be assigned to conduct investigations from separate locations, until otherwise safe to be under normal operating conditions. The second detective sergeant and detective, while on patrol duties will be available to conduct investigations as assigned by their commander, to ensure investigative functions meet our community and department expectations. Detectives will resume normal in office scheduling between July 1<sup>st</sup> and July 31<sup>st</sup> or at the conclusion of phase 2, whichever occurs first.

The Memorandum of Agreement (MOA) established between NJIT Police Department and Newark Police Department (NPD) will remain in force indefinitely.

In “Phase 2”, when practicable, all officers shall continue to take reports via phone to prevent the spread of COVID-19 within the department and community. Officers shall respond to all reports that require personal contact by utilizing appropriate level of PPE and shall respond without delay.



## **Public Safety-NJIT Continuity of Operations**

Traffic enforcement, shall remain limited to motor vehicle actions that are reckless, careless and/or cause an extreme hazard to the community. Our operations will focus on high visibility, strategic posts, camera monitoring signage, and patrol vehicle movement to reduce the risk of motor vehicle infractions while minimizing contacts when possible.

Department training will continue with all department members receiving training via DMS whenever possible. Recently established WebEx training, conducted for specific area training will continue in this phase, as well as being utilized as a training platform for future departmental training needs.

All physical training will remain suspended unless otherwise noted. The FTO Program will continue to web-based for the foreseeable future with trainees being released to field patrol in a limited capacity, pending completion of formal field training during "Phase 3".

The Community Policing Division will be integral to awareness and education with regard to COVID-19 safety practices and social distancing. COVID education/awareness programming will be developed and adapted to university and CDC social distancing protocols. We will also continue with, to name a few, ALICE training, safety presentations, alcohol awareness, and other pre-established community programs. We will accomplish this by creating videos for release via M3 and offering WebEx community gatherings with our officers to conduct these vital community outreach programs. These will allow for continued interaction while fostering safe social distancing for all. In addition, we will be reaching out to surrounding community partners to conduct WebEx meetings to discuss community safety awareness presentations for the area presecondary and secondary schools, James Street Association area, and Society Hill Residents.

During Phase 2 recruitment will begin digitally on pre-established platforms. Video technology and WebEx forums will be utilized for "Exploring a Career with NJITPD" group Q&A conversations. Recruitment will talk individually with those that attend the group meetings and show interest in future positions. We will advertise these events with community partners and social media outlets.

In Phase 2 we remain connected to Downtown Security District via WebEx meetings. James St. has been contacted on several occasions during phase 1 and this will continue into Phase 2. Our vital connections will be maintained as much as possible through digital / electronic means until social distancing is no longer required. We remain a constant patrol presence for our neighbors as well.

Greek Life presentations will be delivered, during Phase 2. Instead of in person they will be conducted through WebEx with our officers as "presenters" rather than in person. We will work collaborate with Greek Live coordinators to arrange program delivery.

In the early stages of Phase 2 our Safety Flyer Distribution program will continue. Flyers/videos with student input and assistance will be created and distributed via kiosks, social media and M3 with imbedded video links.

Mid-way in Phase 2, all student leaders from the various organizations including but not limited to; Student Senate, RHA, GSA will be contacted via Email to schedule meetings via WebEx with their community policing officer. Collaborative programming plans will be developed for the fall semester.

## **Public Safety-NJIT Continuity of Operations**

ALICE stage 1 will continue with WebEx learning to our student body population during Phase 2. We will create online blended learning with 40 participants at a time on the WebEx learning platform. Towards the end of Phase 2 we will begin transitioning into blended ALICE learning in person, with all participants wearing masks and practicing social distancing guidelines. Faculty and Staff will receive M3 reminders of ALICE online training at the start of Phase 2. The Faculty online training platform will be remain unchanged and commence during the fall semester.

ALICE stage 2 interactive scenarios will resume with safe social distancing practices in Phase 3.

In order to work towards our FEMA 7 Steps to a Full Scale drill, we will work with NJOHSP to conduct short drills with small groups of officers, utilizing PPE and mainly focus on clear radio communication, a defined and identified deficient core capability. This will begin towards the end of Phase 2 and/or when the Chief of Police deems this practice to be safe.

CSO/EMTS will resume monthly meetings via, WebEx in Phase 2 and to the extent possible contribute to appropriate department and university reconstitution efforts until moving to normal operations in Phase 3.

During Phase 2 the department will develop a food collection driver for individuals in need, social media and M3 blast for canned items and other non-perishable foods will be released. With food pantries closed due to the virus and people out of work, non-perishable food items will provide assistance to some NJIT community members and surrounding community partners.

Lighting checks during the beginning of Phase 2 will resume with police personnel only and we will develop a way to utilize phone webcams to bring community partners with us virtually. Towards the end of Phase 2, as we prepare to move into Phase 3, we will continue the lighting walks with limited community participants to maintain social distancing and PPE practices.

Departmental/Facility Services daily lighting checks will continue without restrictions, other than social distancing and face mask usage as required through the end of Phase 2.

The Jr. Academy, unfortunately, will be cancelled for this summer, however the department will work to develop a 1 or 2 day virtual academy, and determine its feasibility once completed. Outreach to local schools and recruitment for summer 2021 will begin and continue thru Phase 2. Connections with the schools is vital and must stay intact we will utilize WebEx conferencing to interact with the area schools student and teacher population During those calls we will conduct readings, teach about policing and advertise the 2021 Jr. Academy.

In the event university wide distribution of face masks to students, faculty and staff is initiated, PS is prepared to assist in distribution plans as part of community policing initiatives. The department will continue to collect and secure the supply of university procured PPE for future distribution. Additionally hand sanitizers and masks and COVID Safety information may be handed out in common areas such as Campus Center Front Desk and lobbies of Res-halls as dictated by phase 2 social distancing guidelines.

PPE will be worn as established in all department orders. To reduce the risk of spreading COVID-19 from officers to officer or from officer to community member all DPS staff will wear medical grade surgical masks while on duty. When an Emergency Medical Dispatcher is able to obtain information that warrants concern of a potential COVID-19 patient or determine that an address may have COVID-19 case associated with it officers will utilize additional PPE from pre-established "go bags" deployed in one vehicle per squad.

## **Public Safety-NJIT Continuity of Operations**

In addition, we will continue to prevent the spread of COVID-19, via protocols in place to sanitize police vehicles by contacting Newark Police Emergency Management for “fogging” sanitizing of three vehicles per day or whenever community members or suspected COVID-19 infected persons are driven inside a patrol vehicle.

Public Safety officers will continue to utilize gloves for building and door patrols and surgical masks while on duty at all times. They will maintain their work space by sanitizing to reduce the risk of COVID-19 spread.

The department has ensured that enough P100, N95 and KN95 respirators and surgical masks are accessible to DPS through the end of June 2020 / beginning of July 2020. Each officer is assigned their own face shield, which shall be worn on all medical calls. In addition, the use of Tyvek coveralls and boot covers will be utilized by officers on COVID-19 suspected cases to minimize uniform contamination, which will ensure officers ability to return immediately to their patrol functions to ensure community safety. We will continue to acquire PPE as needed from vendors to maintain an adequate stockpile as we move through “Phase 2” and to prepare for any potential resurgence of COVID-19 in the future.

The department will continue to operate with one dispatcher in the communications center until further notice to allow for proper social distancing. Dispatchers that are designated “on call” will be utilized to ensure continued 9-1-1 operations, with minimal down time, in the event assigned dispatchers is unable to report to work.

During “Phase 2 some resections on vacation, personal leave, and designated/floating holidays as related to COVID-19 may be eased.

All pre-established decontamination practices and established relocation of department personnel between two separated spaces will continue through this phase.

### **Phase 2 Conclusion**

As plans for reconstitution move forward, and based on a fluid COVID-19 environment, Public Safety will continue the development and/or revisions of policies, procedures and operational directives as circumstances dictate.

### **Continuity Phase (3):**

During Phase 3 operations the department will transition to normal operations as defined pre-COVID-19, without restrictions, over a 30 day period that were not previously established in phase 2. The gradual 30 day reconstitution during the beginning of phase 3 will ensure officers become adjusted to resuming new normal policing operations. All standard operating procedures and pre-covid-19 orders that were suspended or altered will revert back to their pre-COVID-19 status. All department police and public safety personnel will be 100% at work operational status.

By this time all resections on vacation, personal leave, and designated/floating holidays as related to COVID-19 will be released.

### **Phase 3 Conclusion**

The department during this phase will still operate with a level of caution and will maintain a COVID-19 PPE “go bag” within each vehicle. Social distancing will continue within the department and during all community interactions and events until the Chief of Police releases restrictions and/or the State of New

## **Public Safety-NJIT Continuity of Operations**

Jersey releases any social distancing requirements. The use of the CSO/EMT substation will be evaluated and will we continue used if deemed necessary to maintain a level of separation. Vehicles will still be preassigned to all officers to ensure limited contact of department equipment in the event of COVID-19 resurgence. The department will ensure a social distance roll call remains in effect. Sanitizing procedures will remain in effect. Officers will no longer use PPE except for medical calls or during arrests to foster and promote community calmness.

### **Continuity Phase “New Normal” (4):**

All assignment areas will resume normal functions, under the new normal, within the patrol division, traffic sections, detective division, community policing division and administrative divisions. We will phase in division normal operations as follows:

Patrol

Community Policing

Detective Bureau

Traffic Division

Administrative Functions

### **Phase 4 Conclusion**

Any lessons learned and/or best practices, policies, procedures and other operational adjustments that have enhanced the overall effectiveness of department and delivery of police and security services will remain as part of the Public Safety Playbook.

## 2. Facility Systems Recovery Plan

# Facilities Systems - COVID19 Reconstitution Plan for Phased Reopening

Updated: 6/11/2020

The following plan was developed by the Facilities System Department within the REDCO division to allow for the phased reopening of areas as we recover from the COVID19 pandemic. This plan follows NJ state reopening phases and models the federal government's phased plan for a gradual reopening found at: <https://www.whitehouse.gov/openingamerica/#criteria>. Adjustments to this plan will be made as needed to accommodate other campus operations and activities.

## Phase assumptions:

Phase 0: All classes on-line, essential staffing only, few resident students, no visitors

Phase 1, 6/3/20: All classes on-line, minimal staffing, some resident students, no visitors

Phase 2, 6/15/20: Limited in-person classes, 25% staffing, some resident students, some visitors

Phase 3: Converged classes, 50% staffing, many resident students, more visitors

Phase 4: Full classes, full staffing, full resident students, full visitors

During all phases, individuals will continue to:

- practice good hygiene
- follow social distancing practices
- stay home if they feel sick
- follow federal, state and local restrictions and recommendations

## Department Staffing:

Department staff who have been classified as essential need to perform their duties as required to maintain campus function. On site activities will be maintained in the best interests of the employee, department and university per the reconstitution phases as follows:

Phase 0:

- Facilities Systems staff work from home. Essential staff report to campus once every 3 days
- Driver essential staff on call and report as needed by senior admin
- Mailroom essential staff on call and report 2 days on / 2 days off

Phase 1:

- Facilities Systems staff work from home. Essential staff report to campus once every 3 days
- Driver essential staff on call and report as needed by senior admin and transportation manager
- Mailroom essential staff on call and report 2 days on / 2 days off

Phase 2:

- Facilities Systems staff (including customer facing staff) report to campus at least once every 2 days for full office coverage.
- Driver staff on call and report as needed by senior admin and transportation manager
- Mailroom staff report daily with staggered work shifts

Phase 3:

- Facilities Systems staff report daily with work from home as needed
- Drivers report daily with staggered work shifts
- Mailroom staff report daily with staggered work shifts as needed

Phase 4:

- The new normal operations

The following is a listing of department staff:

<b>Name</b>	<b>Title</b>	<b>Essential</b>	<b>Can work from home</b>	<b>Cell phone (p=personal)</b>	<b>email</b>
Robert Gjini	Asst. VP	yes	yes	(201) 259-8223	robert.gjini@njit.edu
Richard Mendez	Manager	yes	yes	(973) 856-1921	richard.mendez@njit.edu
Christopher Erixson	Coordinator	yes	yes	(973) 202-4746	christopher.a.erixson@njit.edu
Luis Guillen	Coordinator	yes	yes	p	luis.a.guillen@njit.edu
Michael Dabrowski	Coordinator	yes	yes	p	michael.j.dabrowski@njit.edu
James Nasta	Locksmith	yes	no	p	james.a.nasta@njit.edu
Humberto Anderson	Driver	yes	no	(201) 259-0542	humberto.a.anderson@njit.edu
Norberto Perez	Driver	yes	no	(973) 508-5893	norberto.perez@njit.edu
John McTernan	Mail Manager	yes	yes	(201) 207-9374	john.f.mcternan@njit.edu
Willie Tyson	Mail Foreperson	yes	no	p	willie.l.tyson@njit.edu
Martin Shelton	Mail Specialist	yes	no	p	martin.shelton@njit.edu
Ruhel Ali	Mail Specialist	yes	no	p	ruhel.ali@njit.edu
Damon Jackson	Mail Specialist	yes	no	p	damon.e.jackson@njit.edu

## Department Work Areas:

Social distancing in the work spaces will be promoted and maintained as follows:

### Photo ID and Parking Office:

A simple operating procedure has been established to maintain distancing and is available on the njit.edu/parking web page:

<https://www.njit.edu/parking/sites/njit.edu.parking/files/Safe%20distance%20procedure%20for%20issuance%20of%20Photo%20ID%20cards%20%281%29.pdf>

The following is a current picture of the photo ID and parking office with numbered points of interest:



1. Stanchion barrier for separation to assure 6 foot separation
2. Table to transfer materials while maintaining distance
3. Counter as physical barrier \* see note
4. Door to office suite can remain locked with desk staff being able to “buzz” people in
  - a. Signage on door and website will encourage people to make appointments
  - b. Lines on floor and sidewalk will guide people to stay 6 feet apart
5. PC workstations for customer use
6. Hand sanitizer for customers
7. Door to manager office to remain closed and locked
8. Gate to interior office to remain closed
9. Light switch and alarm keypad

Note: Areas to be cleaned often include: 2, 3, 4, 5, 6, 7, 8 & 9

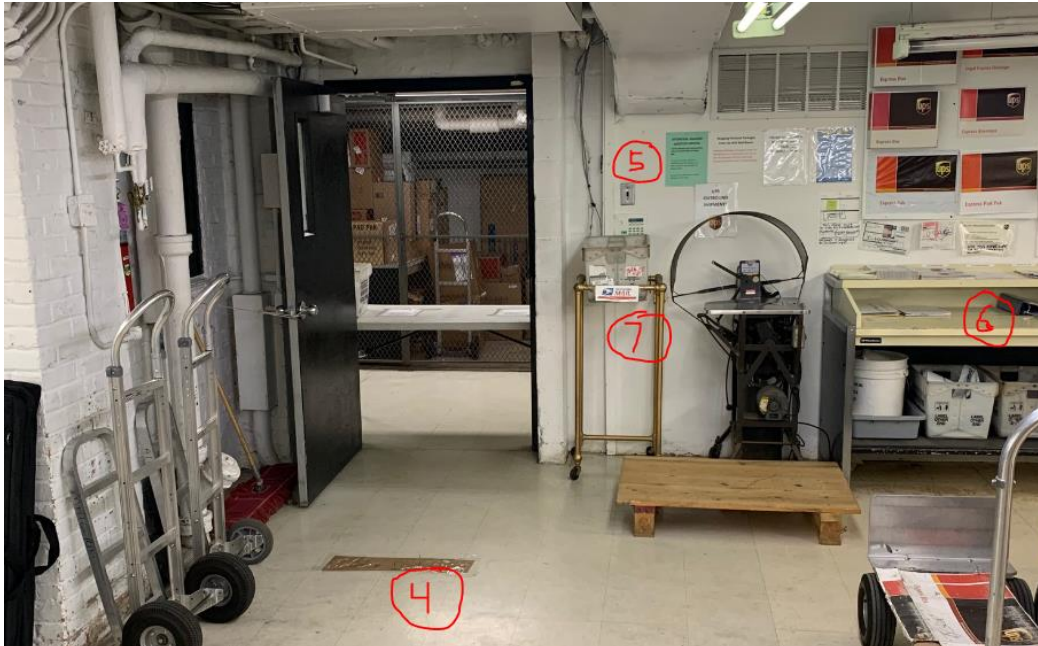
\* A plastic barrier will be installed to protect against contact



## Mailroom:

A simple operating procedure has been established to maintain distancing and is available on the njit.edu/mailcenter web page: <https://www.njit.edu/mailcenter/covid-19-mailroom-procedures-0>

The following is a current picture of the mailroom with numbered points of interest:



1. Table to transfer materials while maintaining distance
2. Signage and contact info
3. Door can remain open
4. Mark on floor for safe 6 foot distance \* see note
5. Light switch and alarm keypad
6. Work counter for mailroom staff
7. Cart for mailroom staff

Note: Areas to be cleaned often include: 1, 3, 5, 6 & 7. Mailroom staff will use facilities provided cleaning solution to wipe down these areas before and after their shift. Facilities services is also scheduled to clean these areas more thoroughly twice a week.

\* A plastic barrier will be installed to protect against contact

## Other Office Work Areas

Other employee work stations are either located in individual offices, or in work areas with natural 6 foot clearance including:

- Rob Gjini individual office
- Rich Mendez individual office
- John McTernan individual office
- Chris Erixson individual office
- Luis Guillen individual work station
- Mike Dabrowski individual work station
- Mailroom individual work stations
- Locksmith individual work shop
- Drivers vehicles \* see note

\* Installation of a plastic barrier was investigated to protect against contact between driver and passenger. Below is one possibility. Senior administration does not desire this solution at this time.



## Lunch / Break Areas for In-Office Food Consumption

Phase 0, 1 & 2:

- Employees will stagger their use of these areas
- Employees will wipe down areas they use before and after use including countertops and handles (refrigerator, sink and microwave).

Phase 3 & 4:

- Normal operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use.

## Department Function:

### Building Door Schedules:

Allows for access to buildings for students, faculty, staff and others

Critical to Campus Security

Phase 0:

- All buildings require NJIT photo ID for **authorized** card swipe access 24/7
- CTR (cafe) and CULM (mailroom) allow all active cards to swipe during bldg hours

Phase 1:

- All buildings require NJIT photo ID for **authorized** card swipe access 24/7
- Authorized after-hours bldg swipe access only

Phase 2:

- All buildings require NJIT photo ID for **all active** card swipe access during bldg hours
- Authorized after-hours bldg swipe access only

Phase 3 & 4:

- Building doors scheduled to open during normal hours
- Authorized after-hours bldg swipe access only

### Facilities Systems Operations:

Maintain functionality and programming of systems including: card access, alarms, video, parking, etc.

Critical to Campus Security

Follow Phased Staffing per page 1

Staff will be issued face coverings and will follow social distancing. EHS training will be scheduled depending on the type of mask available to issue.

Phase 0, 1 & 2:

- Only critical anomalies will be addressed including failure of: work stations, card readers, locks, video, parking gates
- Staff work from home and access systems from home PC, email and phone
- Essential Staff must report to campus as required to correct loss of functionality
- Essential Staff must report to campus periodically to coordinate installations and updates of equipment as needed
- Contractors can be contacted via phone in lieu of or in addition to staff response

Phase 3 & 4:

- Normal system maintenance will resume as needed for normal operations
- Essential Staff must report to campus to test and maintain equip

### Locksmith & Doors

Campus Locks and Doors must remain functional to maintain security for buildings

Critical to Campus Security

Follow Phased Staffing per page 1

Staff will be issued face coverings and will follow social distancing. EHS training will be scheduled depending on the type of mask available to issue.

Phase 0, 1 & 2:

- Only critical anomalies will be addressed including failure of door and locking function
- Coordinating Staff work from home and receive work orders via SchoolDude and phone
- Essential Staff must report to campus as required to correct loss of functionality

- Essential Staff must report to campus periodically to coordinate installations and updates of equipment as needed
- Contractors can be contacted via phone in lieu of or in addition to staff response

Phase 3 & 4:

- Normal system maintenance will resume as needed for normal operations
- Essential Staff must report to campus to test and maintain equip

### SchoolDude Work Order System

Campus work order system must remain functional to coordinate and prioritize work  
Critical to Campus Function

Phase 0, 1, 2, 3 & 4

- Coordinating Staff work from home and process work orders via home PC
- Managers prioritize work via PC or handhelds (also possible from home)
- Essential Staff must report to campus as required to perform needed work
- Contractors can be contacted via phone in lieu of or in addition to staff response

### Mailroom

Campus Mailroom must remain functional to maintain campus function

Critical to Campus Operations

Follow Phased Staffing per page 1

General Notes

- As departments re-open during their phased reconstitution plans, they will coordinate with the Mailroom Manager via email and phone to resume office deliveries and pickups
- Mailroom Manager coordinates schedules and priorities with mailroom staff
- Mailroom staff will be issued face coverings and will follow social distancing as established by each department. EHS training will be scheduled depending on the type of mask available to issue.
- Undeliverable and non critical mail and packages are stored in the mailroom cage

Incoming Mail

- Approximately 1,000 pieces of mail is picked up from post office on a daily basis
- USPS indicated that they will hold mail as long as possible before returning to sender if needed
- Some mail is Critical for: receiving checks, legal and required communications
- Mail Manager will coordinate with administrators, departments and researchers for special needs including shipping critical mail off campus to senior staff members
- Essential Staff must report to campus as required to pick up, sort and deliver mail

Incoming Packages

- Approximately 100 packages are received at the mailroom on a daily basis
- When NJIT departments are closed, package cannot be delivered
- UPS indicated that they will hold packages until they can be delivered or until the shipper or receiver makes alternate arrangements with UPS
- Some packages are Critical for: experiments, office function, etc.
- Mail Manager will coordinate with administrators, departments and researchers for special needs including shipping critical packages off campus to senior staff members
- Essential Staff must report to campus as required to deliver packages

Outgoing Mail

- Approximately 400 pieces of mail is stamped and sent out on a daily basis
- When NJIT departments are closed, this volume will reduce significantly
- Some outgoing mail is Critical for: sending checks, legal and required communications
- Mail Manager will coordinate with administrators, departments and researchers for special needs
- Essential Staff must report to campus as required to process and deliver mail

#### Outgoing Packages

- Approximately 30 packages are sent out via the mailroom on a daily basis
- When NJIT departments are closed, package volume will reduce significantly
- Some outgoing packages are Critical for: experiments, office function, etc.
- Mail Manager will coordinate with administrators, departments and researchers for special needs
- Essential Staff must report to campus as required to process packages

#### Phase 0:

- See mailroom layout plan on previous pages
- All mail routes are suspended
- Manager will arrange to home mailings for critical mail and packages
- Specialists will assist customers who come to mailroom
- Social distancing will be maintained

#### Phase 1 & 2

- Social distancing will remain in effect for all in-person mailroom activity
- Manager will coordinate with departments as they open
- Mail specialists will re-start rout deliveries to offices that open
- Package deliveries will be signed for by the mail specialist (not the customer)

#### Phase 3 & 4

- Normal mail operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use.

#### Photo ID Generation

Photo ID is needed for building access and other functions including meal plans.

Critical to Campus Security & Function

Follow Phased Staffing per page 1

#### Phase 0:

- Staff work from home and access photo ID equip
- Information can be exchanged via email (including photos)
- Essential Staff must report to campus as required to generate photo ID

#### Phase 1 & 2:

- See badging office layout plan on previous pages
- We are investigating methods for remote badging in bulk for freshmen orientations with our manufacturer (AMAG).
- In person badging will follow social distancing with lines drawn on the floor and sidewalk indicating proper wait line spacing.
- Person will need to remove their mask in order to take the photo, then they will re-apply it.

Phase 3 & 4:

- Normal badging operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

#### Building Card Access Processing

Processing of building swipe card access is needed for campus security.

Critical to Campus Security

Follow Phased Staffing per page 1

Phase 0:

- Staff work from home and assess building access needs via email and phone
- Access can be processed remotely from home PC

Phase 1 & 2:

- See office layout plan on previous pages
- In person processing will follow social distancing with lines drawn on the floor and sidewalk indicating proper wait line spacing.

Phase 3 & 4:

- Normal processing operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

#### Parking Services

Parking registration and issuance of hangtags, Visitor Parking Reservations, & Parking Ticket Processing

Critical to Campus Function

Follow Phased Staffing per page 1

Phase 0:

- Staff work from home and assess parking needs via email and phone
- Parking can be processed remotely from home PC
- Hangtags can be readied for mailings from home
- Staff can deliver hangtag mailings to mailroom on a scheduled basis

Phase 1 & 2:

- See office layout plan on previous pages
- In person processing will follow social distancing with lines drawn on the floor and sidewalk indicating proper wait line spacing.
- In-office customer used PC's will be places out of service

Phase 3 & 4:

- Normal processing operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

#### Time Clock Plus System

Campus TCP system must remain functional to process payroll

Critical for Employee Payroll

Phase 0, 1, 2, 3 & 4:

- Approving Managers process time via PC (possible from home)
- Essential Staff who report to campus should continue to punch clocks
- Clocks should be cleaned as appropriate by custodial staff

## Transportation:

### Rutgers Shuttle

Provides transportation buses between campuses, shopping and mass transit

Managed and operated by Rutgers (contact John Karakoglou)

Critical to Campus Function

Phase 0, 1, 2, 3 & 4

- Rutgers will determine appropriate response for operations with feedback from NJIT
- Rutgers will communicate with NJIT AVP Rob Gjini on any updates and communications
- Rob Gjini will convey information to NJIT administration and the community as needed
- Detailed information from Rutgers includes:
  - Drivers have been issued masks and gloves from First Transit and must wear them at all times.
  - Passenger loading / unloading protocol: All passengers are loading through the rear doors of the 40 ft. buses unless we have a handicapped person who needs to use the front doors. Passengers are required to be wearing face masks at all times.
  - Bus sanitizing procedure & schedule: First Transit mops and cleans the entire bus and disinfects railings, seats and handholds on a nightly basis.

### Admin Vehicle Fueling and Maintenance

Admin vehicles must be maintained on a daily basis. Vehicle users bring vehicles to Elsy Auto for maintenance. Elsy has remained operational.

Phase 0, 1 & 2

- Admins will fuel and clean their own vehicles as needed
- If drivers are asked to bring a vehicle for service, the driver will wipe down the surfaces before and after each use. The maintenance vendor will also be asked to sanitize the vehicle after they service it.

Phase 3 & 4

- Normal fueling and maintenance function will resume.
- Drivers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

### Scheduled Fleet Van Usage

NJIT has fleet vans that are normally scheduled for use by departments and student groups thru the Facilities Systems office

Non-Critical

Phase 0, 1 & 2:

- Van use will be suspended except for emergency
- If used in emergency, vans will be wiped down and sanitized by transportation

Phase 3 & 4:

- Staff will resume scheduling van use as needed
- Vehicle operator will be asked to wipe down the surfaces before and after each use.
- Transportation will schedule van to be sanitized as needed on a weekly basis

### Fleet Vehicle Fueling

Fleet vehicles (including Public Safety vehicles) must be fueled on a daily basis. Vehicle users normally bring vehicles to National Fuel for fueling. National fuel has remained operational.

Critical to Campus Security

Phase 0, 1, 2, 3 & 4

- Vehicle operators will continue fueling as usual
- If National were to close, personnel will use existing Exxon and Shell gas cards for fueling.
- Vehicle operators will wipe down the surfaces before and after each use.
- Vehicle operators will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and snig vendors to sanitize when needed.

### Fleet Vehicle Maintenance

Fleet vehicles (including Public Safety vehicles) must be maintained on a daily basis. Vehicle users bring vehicles to Elsy Auto for maintenance. Elsy has remained operational.

Critical to Campus Security

Phase 0, 1, 2, 3 & 4

- Vehicle operators will continue to bring vehicles for maintenance as usual
- If Elsey were to close, the following shops can be used: Maplecrest Ford & Goodyear
- Vehicle operators will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and snig vendors to sanitize when needed.

### **Department Contractor Contacts:**

The following contractors can be contacted thru the facility systems staff:

<b>Area</b>	<b>Company</b>	<b>Name</b>	<b>Phone</b>	<b>email</b>
Security Systems	AVS	Support	(973) 812-1866	support@avstech.com
Parking Systems	Amano	Support	(973) 618-4050	salvatore.martone@amanomcgann.com
Work Order System	SchoolDude	Support	(877) 868-3833	support@dudesolutions.com
Time Clock System	Time Clock Plus	Support	(325) 223-9300	saas.tickets@timeclockplus.com
Locks 1	Bills Lock	Bill Kushnick	(973) 697-1011	safecracker13@verizon.net
Locks 2	LI Lock	Jeff Kravitz	(516) 827-2143	service@lilocksmith.com
Locks 3	MacKensey Lock	Service Desk	(908) 233-9200	cdembowski@mackenziedoor.com
Rutgers Shuttle	Rutgers	John Karakoglou	(848) 932-4805	jkarakog@ipo.rutgers.edu
Fuel	National Fuel	Bryan Ayars	(973) 621-8866	bryan.a@nationalfueloil.com
Fleet 1	Elsy Auto	Jose Gomez	(973) 344-3783	elsyauto@gmail.com
Fleet 2	Maplecrest Ford	Kevin Ryan	(908) 964-7700 x5538	aluis@teammplecrest.com
Fleet 3	All American Ford	Rich Nelson	(201) 487-6700	n/a



3. Environmental Health and Safety Recovery Plan

## **EHS Recovery Plan – Version 2.0**

The Environmental Health and Safety Department (EHS) supports the overall mission of NJIT by administering comprehensive environmental health and occupational safety programs throughout the university community. EHS seeks to develop and implement policies and procedures that protect public health, prevent personal injury, and maintain regulatory compliance in the areas of chemical, biological, and radiation safety; occupational health and safety; and environmental stewardship. Through these efforts, EHS supports NJIT's overall mission of education, research, and community engagement.

A prolonged campus closure due to extreme weather, extended power outage, or other natural or human-caused event may have significant impact on EHS operations. Pandemic infectious disease outbreaks may pose additional unique challenges to EHS operations due to quarantines, travel restrictions, and school closures imposed by the relevant public health authorities. Additionally, employees may be faced with lack of child care or the need to care for sick family members which may further complicate the ability of the EHS department to provide necessary services to the campus community.

### **Critical EHS Functions**

There are a variety of critical functions performed by the NJIT EHS department. These functions include emergency response activities, the removal of regulated waste materials (including hazardous chemical waste, non-hazardous chemical waste, biomedical waste, and radioactive waste) from NJIT laboratories and shops, accident and injury investigation, liaison with governmental regulatory agencies, maintenance of regulated waste storage facilities, providing chemical inventories and Safety Data Sheets to the university community, and accessing personal protective equipment (PPE) for EHS personnel and others throughout the university community.

### **Non-Critical EHS Functions**

EHS also provides less-critical, but necessary, functions such as providing technical advice and consultations regarding the development of Standard Operating Procedures for NJIT laboratories and shops, review and approval purchase order requests for chemicals, gasses, and biological lab reagents, review and approval of Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) protocols, conducting laboratory and shop inspections, oversight of environmental remediation projects, and providing a wide variety of safety training programs.

### **COVID-19 Restricted Campus Activities**

Beginning on March 16, 2020 and in compliance with federal, state, and local directives, NJIT transitioned from normal campus operations to restricted campus activities. This entailed changing the delivery of course instruction from traditional classroom format to on-line learning. Additionally, all university departments were required to develop Continuity of Operations plans to limit campus activities to only those deemed essential while maintaining vital campus functions. These plans included various risk mitigation strategies including remote work, social distancing, staggered work shifts, prioritization of work, enhanced respiratory and hand hygiene, increased cleaning and decontamination of common touch surfaces and other similar strategies.

### **Reconstitution of Campus Activities**

As the State of New Jersey and the City of Newark move past the apex of COVID-19 infections we are beginning to prepare for the gradual reconstitution of campus activities. The pending reconstitution of NJIT campus activities

will follow current federal, state, and local guidelines and will adopt additional guidelines that may be issued in the future.

### Pre-Reconstitution Communication

Following a period of prolonged campus inactivity, the NJIT EHS department will be required to provide effective campus-wide communication, via appropriate institutional channels, leading up to a potential campus reopening. Communication may be required for instructional and research laboratories concerning the procurement, storage, use, and disposal use of potentially hazardous materials, the re-initiation of potentially hazardous equipment and processes, and the review and approval of research protocols involving potentially hazardous materials. Additionally, the EHS Department will be involved in providing on-line workplace hygiene training and generating respiratory and hand hygiene printed material for posting and distribution to campus departments.

### General Strategies for Delivery of EHS Services During Phase One of Reconstitution:

The table below depicts in general terms those risk mitigation strategies that will remain in effect throughout the phased reconstitution period. Individual strategies and EHS tasks are discussed in more detail below.

Risk Mitigation Strategies	Phase One	Phase Two	Phase Three
Encourage Remote Work	✓	✓	
Phased Return to Work	✓	✓	✓
Hybrid Operations	✓	✓	✓
Health Monitoring Prior to Reporting	✓	✓	✓
Social Distancing	✓	✓	✓
Respiratory and Hand Hygiene	✓	✓	✓
Prioritization of Work	✓	✓	
Appointments with Stakeholders (Call Ahead/Knock First)	✓	✓	✓
Personal Protective Equipment (PPE)	✓	✓	✓
Office Space Restrictions	✓	✓	
Common Areas, Equipment, and Surfaces	✓	✓	✓
Sanitation and Disinfection	✓	✓	✓
Non-Essential Travel Restricted	✓	✓	✓

All Phases – Federal guidelines instruct employers to develop and implement appropriate policies regarding social distancing, temperature checks, sanitation and disinfection, business travel, monitoring employees for indicative symptoms, return-to-work policies, and workforce contact tracing.

Phase One (1) – Federal Guidelines describe phase one of reconstitution as a time period during which vulnerable individuals should continue to shelter-in-place, social distancing remains in effect, social settings of more than ten individuals should be avoided unless risk mitigation strategies are employed, and non-essential travel is minimized.

Phase one (1) guidelines also instruct employers to encourage remote work, close common areas and/or enforce strict social distancing, minimize non-essential travel, enforce CDC isolation guidelines following travel, and accommodate vulnerable populations. For EHS, only essential tasks will be performed in-person by those deemed essential employees.

Employee Input – Throughout the recent period of social distancing and remote work, the EHS department has conducted daily group meetings utilizing both conference calls and on-line meeting formats. Leading up to the

phased reopening of the campus, EHS group members will discuss reconstitution plans relevant to individual EHS employees, the EHS department, and the NJIT campus community. These discussions will be used to identify employee concerns and suggestions regarding return to work strategies. By engaging employees in open discussions, it is hoped that valuable insights into departmental and institutional processes will be realized that can be incorporated departmental workplace guidelines. By taking employee concerns into account and incorporating them into departmental guidelines we hope to improve EHS effectiveness and lessen employee anxiety.

Remote Work - The EHS Department will continue to utilize a variety of strategies to deliver critical EHS functions to the university community. In line with federal guidelines for re-opening, during phase one (1) of the reconstitution period, EHS employees will be encouraged to continue to work remotely if deemed necessary. Remote work by one group member will allow more appropriate social distancing by the remaining group members.

Hybrid Operations – The concept of hybrid operations refers to an operating status whereby some group members are working remotely while others are reporting to work. It is anticipated that EHS will operate in a hybrid manner throughout phase one (1) of the reconstitution plan.

On-Site Work - There are certain critical EHS functions such as emergency response and hazardous waste collection from university laboratories that cannot be completed remotely. The completion of these critical functions will require EHS personnel to report to work and potentially have face-to-face contact with other members of the university community. During phase one (1), the following risk reduction strategies will be employed:

Prior to Reporting – EHS group members will be instructed to monitor their temperature prior to physically reporting to work and asked to stay home if they have an elevated temperature or if they are feeling unwell with flu-like symptoms.

Prioritization – Prioritization of needed services based on available staffing and potential severity of likely hazards or impact to ongoing research activities will continue throughout phase one (1) of the reconstitution period. For example, the collection of hazardous waste will be prioritized by date, volume, and hazard. The collection of acutely hazardous waste will always be given priority over routine waste collection. Emergency response activities will remain the EHS department's highest priority function.

Calling Ahead – Providing advance notice that an EHS group member will be visiting a specific campus location at a specific time. This will allow the building occupant(s) to prepare for EHS' arrival. This may entail moving to the other side of the room or leaving the room entirely, if appropriate, to provide adequate social distancing. Or staging their hazardous waste, for example, in a specific designated area that will negate the need for face-to-face contact.

Knock First – EHS group members are instructed to always knock first and announce themselves prior to entering a lab, shop, or office to give building occupants a chance to make needed social distancing adjustments.

PPE - EHS group members wear personal protective equipment (PPE) for various lab, shop, and hazardous waste management activities irrespective of COVID-19 considerations. The selection of PPE to be worn should always be appropriate for the specific hazard to be mitigated and task to be performed. PPE may include lab coat or apron, nitrile gloves, safety glasses, chemical splash goggles, full face shield, surgical mask, dust mask, N95 or other similar devices. EHS group members are trained in the proper care, use, storage, and disposal of PPE.

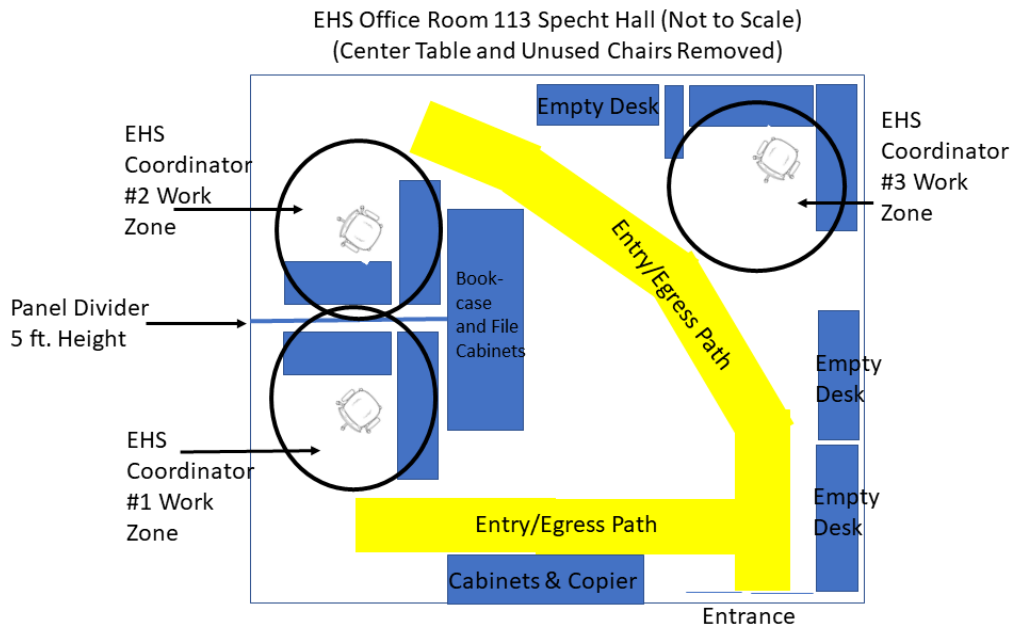
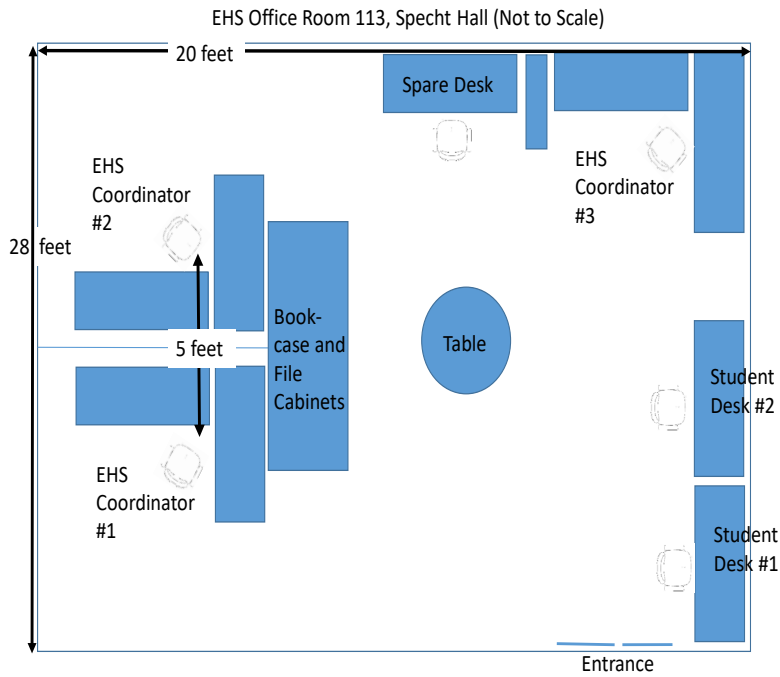
Throughout the course of phase one (1) of the reconstitution plan, EHS group members will also have available fabric face coverings that may be worn for routine campus operations. To date, EHS has donated the majority of in-stock PPE supplies to the NJIT Department of Public Safety for use in potential COVID-19 medical response calls. EHS has reserved a small quantity of medical grade PPE to be used for emergency response or other high-hazard activities.

Respiratory and Hand Hygiene – EHS group members have been instructed to cover their coughs or sneezes and to maintain appropriate respiratory etiquette. Additionally, EHS group members have been instructed to wash their hands immediately after removing their PPE, when returning from all field assignments, prior to lunch or coffee breaks, and other strategic times throughout the workday. Hand sanitizer is available in the lobby of the Specht building as well as all other administrative buildings and may be used by EHS group members when entering and exiting NJIT's buildings throughout the workday.

Social Distancing - When EHS staff members report to work during the phase one reconstitution period care will be taken to comply with social distancing requirements recommended by the relevant public health authorities. When engaged in person-to-person tasks, EHS staff members will maintain a minimum of six (6) feet of distance between themselves and members of the campus community. Additionally, in-person EHS training programs will be cancelled and delivered virtually for the duration of the phase one reconstitution period.

Office Arrangements - The EHS Executive Director is assigned to a private office on the first floor of the Specht Building (no social distancing issues). The three EHS Coordinators are assigned to the common EHS Office also located on the first floor of the Specht Building. During the phase one (1) reconstitution period, the two student desks and the spare desk will remain unoccupied (see diagram below). The distance between EHS Coordinator #1 and #2 is five feet – which would need to be increased if all three EHS Coordinators were to be present at the same time.

During phase one (1), only two EHS Coordinators will be present in the office at the same time, with the third Coordinator working remotely from home (e.g., Hybrid Operating Status). Minor adjustments can be made to the office layout (e.g., moving EHS Coordinator #2's computer work station to the far side of the cubicle) to accommodate all three EHS Coordinators being present at the same time safely, if necessary due to a specific situation or task (large-scale emergency response, for example) that required all EHS group members to be present. During phase one (1), decreased routine campus activities will make the need for all three EHS Coordinators to be present at the same time unlikely. Warning tape will be affixed to the floor to demarcate each Coordinator's zone of exclusivity.



**Entry and Egress** – Small office alterations such as maintaining non-essential desks empty (spare desk and two student desks) and removing unnecessary office chairs and center table will promote better social distancing by providing clear and unobstructed paths for entry and egress.

**Alternate Location** – EHS also has an adjacent ancillary services area. This room houses EHS' large format printer, file storage cabinets, SDS library, PPE storage and other associated items. This location is equipped with data jacks, worktable, and other amenities. During the phase one reconstitution period, this alternate location may serve as a seating area for an EHS student worker or another group member, if required.

Common Touch Surfaces – EHS group members will be instructed never to answer another group member’s phone or handle another’s office equipment such as computer keyboard or mouse. Also, EHS group members will decontaminate common touch surfaces such as the door handle, storage cabinet door handles, door lock touch pad, light switch, printer/copier control pad, etc. using appropriate disinfectant solution at the beginning and end of each work shift. This is in addition to institutional cleaning activities.

Common Equipment – The main piece of common equipment is the departmental printer and copier located in the main EHS office. During phase one (1) of campus reconstitution, EHS Coordinators will be discouraged from printing and copying unnecessarily. When printing and copying is required, EHS Coordinators will communicate verbally regarding printer use and wipe down the control pad, compartment handles, paper trays or any other common touch surfaces following use of the device. Laptops used for training, industrial hygiene monitoring equipment, shared keys, and other shared items will be maintained similarly. This is in addition to institutional cleaning activities.

In-Office Food Consumption – The adjacent ancillary services area is also the location of a shared departmental refrigerator and microwave. During phase one (1) of campus reconstitution, consensus will be reached among EHS group members whether to abandon the use of these items altogether or to develop a shared departmental cleaning schedule. With limited options available for food service, bringing in food from home or opting for grab and go food choices will be encouraged. Individual food or beverage devices such as electronic tea kettles, coffee pots, and other similar items will not be shared among group members and the cleaning of such items will be the responsibility of individual group members.

Common Areas – For the duration of phase one (1) of the reconstitution plan, common areas such as the seating area in the lobby of the Specht Building and the EHS ancillary service area will remain closed for use as congregate seating areas. If these locations are to be used by one or two EHS group members, appropriate social distancing requirements will be adhered to.

Contractors, Vendors, and Consultants – For the duration of phase one (1) of the reconstitution plan, contractors, vendors, and consultants engaged in activities on behalf of the EHS department will abide by the same social distancing, PPE, and workplace hygiene requirements as do NJIT employees. It will be the responsibility of individual EHS group members to review these requirements with contracted vendors and establish health and safety plans for specific projects as needed.

#### **Completion of Critical Functions During Phase One (1) Reconstitution Period:**

Emergency response activities – completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

The removal of regulated waste materials (including hazardous chemical waste, non-hazardous chemical waste, biomedical waste, and radioactive waste) from NJIT laboratories and shops – completed by contracted hazardous materials vendor with on-site supervision of EHS professional staff. Social distancing and PPE risk reduction strategies to be employed.

Accident and injury investigation – potentially completed remotely depending on the nature of the incident. Most incident investigations will likely require an on-site component by EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Liaison with government regulatory agencies - completed by on-site EHS professional staff if required. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Maintenance and monitoring of regulated waste storage facilities - completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Providing chemical inventories and Safety Data Sheets to the university community - completed remotely.

Accessing personal protective equipment (PPE) for EHS personnel and others throughout the university community - completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

### **Completion of Non-Critical Functions During Phase One (1) Reconstitution Period:**

Providing technical advice and consultations regarding the development of Standard Operating Procedures for NJIT laboratories and shops – completed remotely.

Review and approval purchase order requests for chemicals, gasses, and biological lab reagents – completed remotely.

Review and approval of Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) protocols – completed remotely.

Conducting laboratory and shop inspections – completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Oversight of environmental remediation projects – completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Providing a wide variety of safety training programs – cancel, postpone, re-schedule in-person training. Work towards instituting on-line training options to meet the needs of the NJIT research community.

### **General Strategies for Delivery of EHS Services During Phase Two (2) of Reconstitution:**

Phase Two (2) – Federal Guidelines describe phase two (2) of reconstitution as a time period during which vulnerable individuals should continue to shelter-in-place, moderate social distancing remains in effect, social settings of more than twenty five (25) individuals should be avoided unless risk mitigation strategies are employed, and non-essential travel may be resumed.

Phase two (2) guidelines also instruct employers to continue to encourage remote work, close common areas and/or enforce moderate social distancing, and resume non-essential travel. Phase two (2) will be characterized by schools, large venues, and gyms re-opening if social distancing and sanitation requirements can be adhered to. For EHS, phase two will be characterized by approximately 25% of EHS staff present in the common EHS office.

It is anticipated that during phase two (2) of reconstitution, NJIT will begin to allow more congregate activities in accordance with federal, state, and local guidelines. Keeping in mind that the following restrictions remain in place for all phases of reconstitution: social distancing, temperature checks, sanitation and disinfection, business travel, monitoring employees for indicative symptoms, return-to-work policies, and workforce contact tracing.

During phase two (2) of reconstitution, EHS group members will continue to decontaminate common touch surfaces and common use equipment in and around the EHS work area, maintain appropriate social distancing requirements for office and field activities, and continue health monitoring prior to reporting.



The NJIT EHS department will utilize many of the same risk mitigation strategies employed in phase one (1) of the reconstitution plan as in phase two (2). Specifically, the risk mitigation strategies described below will be employed strategically during phase two (2).

- Encourage Remote Work
- Phased Return to Work
- Hybrid Operations
- Health Monitoring Prior to Reporting
- Social Distancing
- Respiratory and Hand Hygiene
- Prioritization of Work
- Supervision of Contractors, vendors, and consultants
- Appointments with Stakeholders (Call Ahead/Knock First)
- Personal Protective Equipment (PPE)
- Office Space Restrictions
- Common Areas, Equipment, and Surfaces
- Sanitation and Disinfection
- Non-Essential Travel Restricted

The degree of implementation of each strategy will be tailored to the specific campus operating conditions during phase two (2). For example, it is anticipated that during phase two (2) of reconstitution, NJIT's instructional and research laboratories and shops may begin operations with certain restrictions. Therefore, it is to be expected that the pace of hazardous waste removal requests will begin to increase. In order to satisfy these requests safely, EHS group members will review and select appropriate risk mitigation strategies for this task (including on-site work, prioritization and appointments, social distancing, PPE, and sanitation and disinfection).

As more office workers return to campus it is anticipated that EHS will receive work orders and phone calls regarding common office concerns such as odor complaints, for example. In order to safely respond and provide the necessary services, EHS group members will review and select appropriate risk mitigation strategies for this task (including on-site work, appointments, social distancing, and PPE).

As campus operations continue to increase, EHS will ramp up the provision of in-house services not initiated by work order or phone request. These tasks may include the collection of water quality samples, laboratory or shop inspections, or fume hood air velocity testing, for example. These tasks require EHS group members to enter various academic buildings and residence halls. In order to provide the necessary services safely, EHS group members will review and select appropriate risk mitigation strategies for these tasks (including on-site work, appointments, social distancing, and PPE).

The provision of all critical and non-critical EHS services during phase two (2) of the reconstitution process will be evaluated in a similar manner, always considering:

- Federal, state, and local guidelines and directives;
- NJIT's official operating status;
- Workplace restrictions implemented for all phases of reconstitution; and
- All institutional policies enacted to promote the safety and wellbeing of NJIT employees.

### **General Strategies for Delivery of EHS Services During Phase Three (3) of Reconstitution:**

Phase Three (3) – Federal Guidelines describe phase three (3) of reconstitution as a time period during which vulnerable individuals can resume public interactions but should continue social distancing and precautionary measures. Low risk populations are instructed to consider minimizing time spent in crowded environments. During phase three (3), employers may have up to 50% of employees present in the workplace.

It is anticipated that during phase three (3) of reconstitution, NJIT will begin to allow unrestricted congregate activities in accordance with federal, state, and local guidelines. Keeping in mind that the following restrictions remain in place for all phases of reconstitution: social distancing, temperature checks, sanitation and disinfection, business travel, monitoring employees for indicative symptoms, return-to-work policies, and workforce contact tracing.

During phase three (3) of reconstitution, EHS group members will continue to decontaminate common touch surfaces and common use equipment in and around the EHS work area, maintain appropriate social distancing requirements for office and field activities, and continue health monitoring prior to reporting. These risk mitigation strategies will remain in effect throughout phase three (3) of reconstitution.

For EHS, phase three will be characterized by approximately 50% of EHS staff present in the common EHS office.

### EHS Phased Staffing Plan

- Phase 0: Beginning on March 16, 2020 and lasting until May 2, 2020 EHS completed the majority of tasks by remote work. EHS staff members reported to work to complete critical tasks only on an as-needed basis. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule.
  
- Phase 1: During the initial stage of the phased recovery process lasting from May 2, 2020 until June 15, 2020, EHS continued to complete the majority of tasks by remote work. EHS staff members reported to work on an as-needed basis. Typically, EHS staff members reported to work no more than one day per week on a rotating basis. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule.
  
- Phase 2: During phase two of the phased recovery process beginning on June 15, 2020 EHS staff members will continue to complete the majority of tasks remotely but will begin to report to work on a more regular basis. As many of EHS' critical tasks are associated with laboratory and facility operations and the procurement, storage, use, and disposal of potentially hazardous materials, EHS staffing levels will need to increase to accommodate operational needs. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule. Please see EHS Phase two staffing plan below:

Name	Monday	Tuesday	Wednesday	Thursday	Friday
M. Gayer		✓		✓	
P. Ghanbari	✓	✓			
N. Screen-Reddick		✓	✓		
T. McNair				✓	✓

Notes:

- M. Gayer is provided with a private office and will not affect social distancing with other group members.
- The EHS office is able to accommodate two staff members present on the same day; see Office Arrangements section above.
- EHS staff members are deemed Essential Personnel.
  
- Phase 3: During phase three of the phased recovery process (dates to be announced by the relevant authorities) it is anticipated that the number of personnel returning to the NJIT campus will continue to increase. Therefore, the amount of time that EHS staff members will need to be on campus will similarly increase. Once the date of the transition to stage three is announced and based on campus conditions at that time, EHS will expand the above schedule to reflect an additional in-person day on campus for each EHS staff member for a total of three days per week. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule.
  
- Phase 4: It is anticipated that phase four of the phase recovery process will see a return to the normal 5-day per week work schedule for EHS group members.

## EHS Contact Information

### **EHS General Contact Information:**

Website: [www.njit.edu/environmentalsafety](http://www.njit.edu/environmentalsafety)

E-mail: [healthandsafety@njit.edu](mailto:healthandsafety@njit.edu)

Phone: (973) 596-3059

### **Individual EHS Group Members:**

Mitchell Gayer, EHS Exec. Director

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Cell Phone: 973-289-7231

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### **Hazardous Materials Response Vendor:**

Turnkey Environmental Cell Phone Contact Information:

Robert Greco, Turnkey Environmental: 908-310-8608

Alfred Young, Turnkey Environmental: 973-713-9003

EHS Recovery Plan Appendices:

- I. Regulated Waste Removal Protocol
- II. Respiratory Protection Guidelines During Phased Recovery
- III. PRP Research Laboratory Safety Criteria
- IV. PPE Guide for Instructional Laboratories

## Appendix I

### EHS Pandemic Recovery Plan – Regulated Waste Removal Protocol

Due to executive orders set forth by the state of New Jersey, NJIT EHS personnel will now be required to perform routine tasks while complying with social distancing standards. Waste removal procedures will be altered to adhere to the required standard and will gradually advance during re-opening phase progression.

NJIT laboratories and machine shops must be notified prior to the start of removal activities via email or phone by NJIT EHS personnel. EHS will also alert lab personnel verbally or by knocking loudly prior to entering laboratories and shops. Waste should be stored in central waste storage location or satellite accumulation area for safe removal.

All personnel removing waste are required to wear gloves, face masks, and lab coats. Gloves should be changed frequently and removed prior to touching communal surfaces in laboratories and buildings such as doors, keypads, and elevator buttons. Face mask disposal must follow university disposal guidelines for laboratory and office settings.

University elevator use will be restricted to a maximum capacity of 4 people per elevator car. Waste removal activities will comply with the imposed restrictions and use alternate and/or freight elevators when available. NJIT EHS will also prohibit others from traveling on elevators during waste transportation.

Waste Transportation will also be limited to campus traffic flow patterns and entry restrictions. EHS personnel and contracted vendors will comply with revised building traffic patterns such as one-way hallways, stairwells, and modified building entrance requirements.

NJIT EHS will schedule waste removal requests (based on priority) to avoid multiple trips and overcrowding of waste carts during early phases of re-opening.

Phase 1:

Waste removal activities will be performed by contracted waste vendor. The contracted waste vendor will be accompanied by one EHS personnel. EHS personnel will assist vendor by opening laboratory doors and using appropriate identification for swipe entry at all waste pick-up locations.

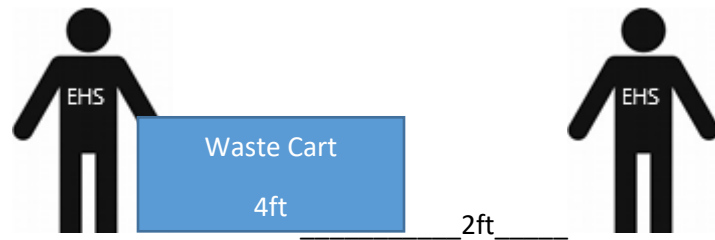
Transportation of waste will require appropriate social distancing. EHS personnel should walk a minimum of 2 ft. ahead of the person operating the cart. Safeguards must be in place at all times. Waste removal activities requiring two people will be performed by the contracted waste vendors only.



Phase 2:

Waste removal activities will be performed by contracted waste vendor or NJIT EHS personnel. Phase 1 waste removal procedures are acceptable but not required. Two NJIT EHS personnel can effectively remove laboratory waste without being accompanied by contracted waste vendor. Safeguards must be in place with enhanced protection while in close proximity. Limited waste removal tasks that can be easily safeguarded will be performed.

Transportation of waste will require appropriate social distancing. EHS personnel should walk a minimum of 2 ft. ahead of the person operating the cart. Safeguards must be in place at all times. Waste removal activities requiring two people will be performed by NJIT EHS personnel.



Phase 3:

Waste removal activities can be performed when applicable by NJIT EHS personnel only. Phase 1 and Phase 2 waste removal procedures are acceptable but not required. Two NJIT EHS personnel can effectively remove laboratory waste. The contracted waste vendor will be used as needed. Safeguards will be in place. All waste removal tasks that can be easily safeguarded will be performed.

Transportation of waste will involve limited distancing. EHS personnel are encouraged to transport materials on opposite ends of waste cart but not required. Close proximity with safeguards is acceptable. Waste removal activities requiring two people will be performed by NJIT EHS personnel.



## Universal Waste Management

All routine universal waste produced by shops and Facilities have to be kept in their designated containers at allocated spaces. EHS needs to be notified as soon as the designated containers are ready for pick up. Arrangements will be made for the waste to be removed from designated areas (for instance Cypress basement for light bulb waste) by the contracted vendor. This arrangement will ensure physical contact with NJIT personnel will be limited to EHS personnel providing access to waste storage areas.

All containers must be properly labeled and ready for shipment in their designated room at the time of removal. Replacement waste containers can be provided at this time based on the demand. The social distancing measures will be maintained as stated above by EHS personnel and vendors.

The universal waste should be kept in their specific locations on campus at all times. Generally, there is no need for any other NJIT employee, except EHS personnel, to be present at the time of removal to provide the vendor with access to rooms and shops. Facilities notifies EHS in case a major waste removal needs to be scheduled. This is applicable to all phases.

## Biological Waste Management

Biological waste management shall follow the same procedures as stated above for laboratory waste removal. PPE disposal should continue to follow waste disposal procedures prior to pandemic.

PPE contaminated with or used in research activities with recombinant/synthetic nucleic acids, bloodborne pathogens, biological toxins, infectious substances, or biosafety level 2 (BL-2) materials shall be treated and disposed of in accordance with biological waste procedures. Other PPE that may be potentially contaminated shall be disposed of non-hazardous waste.

**NOTE:** Non-hazardous waste is disposed responsibly through the contracted waste vendor.

Please visit the EHS Waste Management website for additional information:

<https://www.njit.edu/environmentalsafety/waste-management> or send an email to [healthandsafety@njit.edu](mailto:healthandsafety@njit.edu) with your questions or concerns.

If your laboratory is anticipates conducting any research or testing activities involving coronavirus, please contact the NJIT EHS office in advance.



## Appendix II

### Respiratory Protection Guidelines During Phased Recovery

The US Centers for Disease Control and Prevention (CDC) recommends various mitigation strategies for the general public to help protect against COVID-19 infection. These strategies include that members of the public:

- Understand how the virus spreads
- Practice proper hand hygiene
- Practice social distancing
- Wear face coverings when in public
- Practice respiratory etiquette
- Clean and disinfect commonly touched surfaces

Regarding the wearing of face coverings, the CDC recommends:

- Everyone should wear a face cover when around others
- Cloth face covers are meant to protect others in case you are sick
- Do not use face masks that are reserved for healthcare workers and emergency responders
- Continue to practice social distancing while wearing face coverings; the cloth face covering is not a substitute for proper social distancing

In line with federal and state recovery plans, the NJIT recovery plan describes a phased recovery of campus operations with more faculty, students, and staff expected to be on campus as we progress through the phasing process. It is anticipated that cloth face coverings will be required throughout phase 0, phase 1, and phase 2 of the recovery process. The cloth face coverings recommended by the CDC are appropriate to be worn for most office, classroom, and campus activities during recovery. However, there may be certain situations where disposable face coverings, face masks, or enhanced respiratory protection are required, including:

- Enhanced Respiratory Protection - Respiratory Protection worn by Public Safety, Facilities, Residence Life, and others who may be engaged in activities that necessitate a higher level of protection. Please note the following:
  - For those wearing surgical masks or surgical style masks (below the N-95 level of efficiency), EHS has provided Respiratory Protection Awareness Training and asked wearers to complete the Voluntary Use Form for Respirators.
  - For those wearing respirators of N-95 level of efficiency and higher, EHS has provided Respiratory Protection Training in conformance with the OSHA Respiratory Protection Standard and has required medical evaluation to determine fitness to wear respirators and has performed qualitative fit testing to determine proper respirator fit for each wearer and respirator.
- Disposable Face Masks for Laboratory Settings – Due to the presence of a variety of potentially hazardous materials present in research and instructional laboratories, reusable cloth face masks

may not be ideal for laboratory activities. This is due to the possible contamination of the cloth face covering with potentially harmful laboratory reagents including chemical, biological, or radioactive materials. Additionally, existing laboratory safety protocols must continue to be enforced during the recovery process, including:

- Not wearing used PPE outside of the laboratory setting to prevent the dissemination of contamination outside of the laboratory
- Not touching common surfaces (such as door handles, elevator buttons, water faucets, etc.) outside the laboratory with potentially contaminated gloved hands
- After completing experiments in the lab, used gloves should be removed and discarded properly within the laboratory prior to exiting
- Laboratory coats should never be worn outside the lab
- Laboratory coats should not be laundered at home
- Please note that there may be exceptions to some of these provisions such as:
  - The transport of samples between labs and between buildings. In these situations, laboratory workers should be following a written Standard Operating Procedure (SOP) for specimen transport that takes the above items (and others) into consideration.
- For the reasons described above, EHS recommends disposable face masks for use in the laboratory setting.

## Respirator Use Requirements

- Selection of Respirators
  - Cloth Face Coverings: As stated above, the CDC recommends the wearing of fabric face coverings for all Americans when out in public.
  - The CDC recommends that cloth face coverings **SHOULD**:
    - cover your nose and mouth
    - fit snugly but comfortably against the side of face
    - be secured with ties or ear loops
    - include multiple layers of fabric
    - allow for breathing without restriction
    - be able to be laundered and machine dried without damage or change to shape.
  - The CDC also recommends that cloth face coverings **SHOULD NOT**:
    - not be placed on young children under the age of 2
    - not be worn by those with trouble breathing
    - not be placed on anyone who is unconscious, incapacitated, or otherwise unable to remove the fabric face covering without assistance
  - CDC recommendations include a reminder that cloth face coverings are not surgical masks or N-95 respirators which are considered critical supplies to be reserved for emergency responders and medical personnel.
  - The cloth face coverings recommended by the CDC are appropriate to be worn for most office, classroom, and campus activities during the phased recovery of NJIT's operations.

- Understand the limits of respiratory protection. It is important that personnel wearing face masks or respirators understand the type of hazard the face mask or respirator is designed to protect against. For example, a dust mask may offer protection against dust and particulates but offers no protection against chemical vapors.
- Surgical masks, surgical style masks, and disposable face masks below the N-95 level of efficiency: There may be certain campus activities that require a higher level of respiratory protection such as those performed by Public Safety, Facilities Services, Facility Systems, Residence Life personnel, for example, where surgical masks or surgical style masks (below the level of N-95 efficiency) are appropriate. Additionally, there may be certain campus activities (for example working with potentially hazardous materials in a research or instructional laboratory) where disposable face masks are appropriate.
- As all types of disposable face masks are difficult to procure during the ongoing COVID pandemic, construction style dust masks should be considered as an acceptable alternative for disposable face masks used in the laboratory or other settings where a disposable alternative to cloth face coverings may be needed.
- Respirators at or above the N-95 level of efficiency: There are certain campus activities that may require enhanced levels of respiratory protection. These activities may include medical assistance provided by Public Safety personnel and other aspects of emergency response. In these situations, N-95 filtering facemasks or higher levels of respiratory protection are appropriate.
- As stated previously, the use of N-95 filtering face masks or higher levels of respiratory protection is performed in accordance with the OSHA Respiratory Protection Standard (29 CFR 1910.134). This standard has also been adopted for public employees in the state of New Jersey by Public Employees Occupational Safety and Health (NJ PEOSH). The Respiratory Protection Standard requires the following main elements:
  - Implementation of a Respiratory Protection Program
  - Training on respirator selection, limitations, care, use, cleaning, and storage
  - Medical evaluation to determine fitness to wear a respirator
  - Fit testing of personnel for the specific respirator to be worn
- Donning and Doffing Face Masks and Respirators
  - Donning refers to putting on the face mask or respirator.
    - Read product inserts and become familiar with the make and model of your face mask or respirator. Follow manufacturer's instructions that are specific to your face mask or respirator model
    - Inspect respirator prior to donning. If respirator is worn or torn do not use it and replace it with a new one

- Do not allow anything to come between your face and the respirator, this is to ensure a proper seal. Common items that prevent a proper respirator seal include facial hair (e.g., beards), hair, jewelry, glasses, clothing, etc.
- Prior to donning a face mask or respirator, personnel should practice appropriate hand hygiene (e.g., wash hands with soap and water for at least 20 seconds)
- With a clean hand, hold the face mask or respirator to your face, covering both your nose and mouth
- For face masks or respirators with ties:
  - With clean hands adjust the ties
    - First, secure upper tie across the crown of your head
    - Then secure the lower tie behind your head below ear level
  - Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
  - Make final adjustments until the face mask or respirator feels secure
  - Some tight-fitting disposable respirators will have the ability to perform fit checks – see fit check, below
- For face masks or with straps:
  - With clean hands adjust the straps
    - First, secure the lower strap behind your head below ear level
    - Then secure upper strap across the crown of your head
  - Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
  - Make final adjustments until the face mask or respirator feels secure
  - Some tight-fitting disposable respirators will have the ability to perform fit checks – see fit check, below
- For face masks with ear loops:
  - With clean hands and with the printed or color side of face mask facing out and nose clip facing up, handle face mask by the ear loops
  - Place ear loops securely around ears
  - Pull the mask from top to bottom to fully open the folds
  - Adjust face mask around face
  - Gently form nose clip or wire with both hands. Do not pinch with one hand
  - Make final adjustments

- Fit Check or Seal Check.
  - Some tight-fitting disposable respirators will have the ability to perform fit checks, also known as seal checks, once they are donned. There are two types of fit checks that can be done by the wearer.
  - Negative Fit Check:
    - Place both hands completely over the respirator and inhale quickly to see if the respirator fits tightly to the face
    - The wearer should notice the respirator bow inward slightly and become somewhat concave
  - Positive Fit Check:
    - Place both hands completely over the respirator and exhale to check if there is leakage
    - If air is leaking around nose, re-adjust nose piece, nose clip or wire depending on respirator type.
    - If air is leaking at the mask edges, re-adjust straps along the sides of the face until a proper seal is achieved
  
- Doffing refers to taking off the face mask or respirator.
  - Prior to doffing (removing) a face mask or respirator, personnel should practice appropriate hand hygiene (e.g., wash hands with soap and water for at least 20 seconds)
  - Do not touch the outside front surface of the face mask or respirator as it may be contaminated
  - Handle face mask or respirator by the straps, ties, or ear loops depending on the type of face mask or respirator being worn
  - Carefully place face mask or respirator in a clean breathable bag if it is to be re-used or place in appropriate waste container for disposal.
  
- Please refer to the diagrams and links at the end of this document depicting donning, doffing, and fit check techniques.
  
- Storage of Face Masks and Respirators
  - All face masks and respirators that are to be re-used should be placed in a clean breathable bag for storage. For face masks and respirators that are to be re-used it is important to allow them to dry following use. Zip lock bags keep items clean, but they

trap in moisture and prevent evaporation. Paper bags that will keep the face mask or respirator clean and allow the evaporation of moisture should be used as an alternative.

- Individuals should write their names on the storage bag. Face masks or respirators should never be shared between wearers.
- Tight fitting respirators should be stored in a way that maintains its shape. They should not be dented or crushed as this will affect the respirator's ability to seal properly.
- Disposal of Face Masks and Respirators
  - In the laboratory setting, used disposable face masks or respirators may be discarded as Non-Hazardous waste in the same manner that used gloves, or incidentally contaminated labware is disposed.
  - In the office setting, used disposable face masks or respirators may be discarded in a dedicated container lined with a plastic bag. When full, the plastic bag may be tied closed and placed in the regular trash for routine pick-up and disposal. Pre-sealing in a plastic bag will prevent others who collect and handle the waste downstream from coming into direct contact with the material.
  - Respirators used by Public Safety or other emergency responders involved in a medical call pertaining to a COVID-19 patient should be disposed as regulated medical waste. Public Safety has been provided with appropriate containers and labels for disposal.
  - After disposing any face mask or respirator, personnel should practice appropriate hand hygiene (e.g., wash hands with soap and water for at least 20 seconds)

Diagrams:

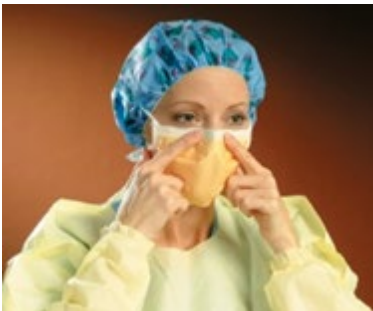
- Donning a Surgical Mask with Ties
  - Courtesy of the Kimberly Clarke Corporation
- Donning a Surgical Mask with Ear Loops
  - Courtesy of Precept Medical Products, Inc.
- Donning a Surgical Respirator or Dust Mask with Straps
  - Courtesy of Precept Medical Products, Inc.

Links:

- How to Properly Put On, Seal Check, and Take Off as Disposable Respirator (CDC/NIOSH)
  - <https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf>

## Donning a Surgical Mask with Ties

- With a clean hand, hold the face mask or respirator to your face, covering both your nose and mouth
- For face masks or respirators with ties
- With clean hands adjust the ties
- First, secure upper tie across the crown of your head
- Then secure the lower tie behind your head below ear level
- Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
- Make final adjustments until the face mask or respirator feels secure
- Some tight-fitting disposable respirators will have the ability to perform fit checks



Note: Various manufacturer's offer specific guidance on their products. In this case, the Kimberly Clarke Corporation recommends pre-fitting the nose clip prior to securing the upper ties.

### Donning a Surgical Mask with Ear Loops

- With clean hands and with the printed or color side of face mask facing out and nose clip facing up, handle face mask by the ear loops
- Place ear loops securely around ears
- Pull the mask from top to bottom to fully open the folds
- Adjust face mask around face
- Gently form nose clip or wire with both hands. Do not pinch with one hand
- Make final adjustments





## Donning a Surgical Respirator or Dust Mask with Straps

- With a clean hand, hold the face mask or respirator to your face, covering both your nose and mouth
- With clean hands adjust the straps
- First, secure the lower strap behind your head below ear level
- Then secure upper strap across the crown of your head
- Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
- Make final adjustments until the face mask or respirator feels secure
- Some tight-fitting disposable respirators will have the ability to perform fit checks



Appendix III

Pandemic Recovery Plan (PRP) – Lab Safety Guidelines

Laboratory Director: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Before Coming to Work	When on Campus	When in the Office
<ul style="list-style-type: none"> <li>✓ Monitor your health status and temperature</li> <li>✓ Stay home if you have a fever or flu-like symptoms</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wear face coverings when in public</li> <li>✓ Practice hand hygiene (wash hands with soap and water for at least 20 seconds frequently throughout the day)</li> <li>✓ Practice respiratory etiquette (cover your coughs and sneezes)</li> <li>✓ Practice Social Distancing (maintain a minimum of 6 feet of distance from others)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow all the precautions practiced when on campus</li> <li>✓ Clean common touch surfaces in office and food areas</li> <li>✓ Don't touch phones, keyboards, mouse, etc. belonging to others</li> </ul>
<b>When Working in the Laboratory</b>		
<ul style="list-style-type: none"> <li>• Follow all applicable lab safety rules and all additional pandemic recovery precautions instituted by your lab director, department chair, center director, or NJIT administration</li> <li>• Even when social distancing, do not work alone in the laboratory, especially during off hours</li> <li>• Favor the use of disposable face masks in laboratories where potentially hazardous materials are present</li> <li>• Do not wear potentially contaminated PPE outside the laboratory - limit the dissemination of contamination</li> <li>• Before exiting the laboratory, hang up your lab coat, remove and dispose of your gloves properly, and wash your hands</li> <li>• Dispose of your used PPE in the lab's Non-Hazardous waste disposal container</li> <li>• Reusable PPE, like protective eye ware, should be cleaned daily and never shared between users</li> <li>• Consult the PRPs instituted by your lab, department, center, or college</li> <li>• For more information contact:</li> </ul>		

## Appendix IV PPE Guide for Instructional Laboratories

### Introduction:

Students engaged in instructional laboratory experimentation are required to wear appropriate personal protective equipment (PPE) for protection against potential laboratory hazards. In wet laboratories, this is taken to mean that students wear, at a minimum, a lab coat, safety glasses, and gloves while working in the laboratory. Based on the nature of the potential hazard present in the laboratory, required PPE may be increased to include, for example, cryogenic gloves for handling ultra-low temperature materials, full face shields for enhanced face protection, splash resistant chemical goggles, and hard hats and safety shoes for more industrial laboratory settings. Detailed information concerning PPE may be found in Appendix Z of NJIT's Chemical Hygiene Guide:

<https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/App%20Z%20-%20PPE%20Program%20WEB.pdf>

### COVID-19:

The advent of the COVID-19 pandemic has required laboratory managers to reconsider the implementation of PPE programs in instructional laboratories. The NJIT Pandemic Recovery Plan includes the procurement and distribution of two reusable and washable cloth face coverings for each member of the campus community. The cloth face coverings are appropriate to be worn for most general campus, classroom, and office activities. However, in order to prevent the dissemination of potential contamination outside the laboratory, disposable PPE is favored in the laboratory environment.

### Workplace Hygiene:

In addition to the use of appropriate PPE, instructional laboratories also need to implement sound workplace hygiene protocols, including:

- Monitoring of student and instructor health status
- Practicing adequate social distancing
- Practicing proper hand hygiene
- Practicing proper respiratory etiquette
- Decontaminating common touch surfaces

### Disposable PPE:

To meet the needs of the instructional laboratory community, the NJIT Pandemic Recovery Plan also includes the procurement and distribution of disposable surgical masks, gloves, and protective gowns. These disposable supplies will be made available during phase 2 and phase 3 of the recovery process.

Standard PPE: Prior to the COVID-19 pandemic, the minimum level of PPE required for all basic instructional wet laboratory experimentation has included:

- Lab coat (cloth or disposable)
- Protective Eyewear (safety glasses w/side shields or goggles)
- Gloves (typically latex and powder free, non-sterile, nitrile gloves)

### COVID-19 Standard PPE:

The advent of the COVID-19 pandemic has temporarily necessitated the use of disposable face coverings and other PPE in the instructional laboratory. The COVID-19 minimum level of PPE required for all basic instructional wet laboratory experimentation includes:

- Disposable face covering (surgical mask, procedure mask, or the equivalent)
- Disposable protective gowns (typically disposable lab coat or gown made from Dupont Tyvek or the equivalent)
- Disposable nitrile gloves (latex and powder free, non-sterile)

### Additional Reusable PPE:

The disposable PPE described above is intended to be discarded upon completion of the laboratory session and not worn outside the laboratory (see waste disposal below). As much as disposable PPE is favored in the laboratory environment, it is inevitable that reusable PPE will also be required. Examples of reusable PPE include:

- Face shields
- Protective eyewear
- Hard hats

### Assignment and Decontamination of Reusable PPE:

Similar to the disposable PPE described above, reusable PPE should also not be worn outside of the laboratory. Reusable PPE should be assigned to individual students and not shared between them. Reusable PPE should be decontaminated daily. Adequate decontamination procedures may include washing with soap and water, cleaning with disinfecting wipes, or cleaning with disinfecting spray. Reusable PPE should be stored in a clean and secure manner.

### Donning PPE:

Upon entry to the laboratory, students will be required to don the PPE required for the course. Face coverings are required to be worn by all Americans when in public and the instructional laboratory is no exception. It is anticipated that students will already be wearing a fabric face covering when they arrive to the instructional laboratory. Immediately upon entry to the lab, students should remove their fabric face covering, store it properly with their personal belongings, and don the disposable face mask made available in the instructional laboratory. Care should always be taken when removing the fabric face covering. The face covering should always be handled by the straps, ties, or ear loops and avoid touching the inside surface of the mask that faces your nose and mouth.

Physical laboratory configurations differ between buildings and departments throughout campus. It is anticipated that a PPE table or section of bench will be needed, located in close proximity to the laboratory entrance, where instructors can lay out the required PPE for the course. It is important to avoid bottlenecks while students retrieve their PPE. Yellow tape or floor decals can be used to demarcate appropriate waiting points and circulation patterns within the laboratory. Each department or instructor will need to develop course and laboratory specific protocols when implementing PPE guidelines to meet the needs of the course and the physical characteristics of the laboratory.

### Removal of PPE:

Upon completion of the course activities, students should remove used PPE and discard in the appropriate laboratory waste container (see waste disposal below). Reusable PPE should be cleaned and stored for future use. Disposable PPE should be discarded in the appropriate laboratory waste container located in close proximity to the laboratory exit. Hand hygiene should be practiced prior to the removal of the facemask and protective eye wear. This is intended to limit potential contamination related to bringing a potentially contaminated gloved hand to the students face when removing used PPE. It is important to avoid bottlenecks while students remove and discard their PPE. Yellow tape or floor decals can be used to demarcate appropriate waiting points and circulation patterns within the laboratory. Each department or instructor will need to develop course and laboratory specific protocols when implementing PPE guidelines to meet the needs of the course and the physical characteristics of the laboratory. Hand hygiene should be practiced upon exiting the laboratory.

### Disposal of Used PPE:

Instructional laboratories are routinely provided with waste containers to manage the various laboratory waste streams. Used PPE may be discarded as follows:

- General Instructional Laboratories (including chemical labs) should discard used PPE in the non-hazardous laboratory waste stream. This waste stream is typically collected in fiber drums, lined with plastic bags, covered, and labeled with the green NJIT Non-Hazardous waste label.
- Instructional Laboratories Engaged in Biological and Biomedical Experiments should discard used PPE in the biological waste stream. This waste stream is typically collected in Regulated Medical Waste boxes, lined with red bags, sealed, and labeled with the red NJIT Biological waste label.

Note: In order for EHS to collect waste from instructional laboratories, all waste containers need to be properly packaged, sealed, and labeled. Open, overflowing, unlabeled, unsealed containers will not be collected. Detailed information regarding laboratory waste disposal may be found on the EHS website: <https://www.njit.edu/environmentalsafety/waste-management>

5. Facilities Services Recovery Plan

# Recovery Readiness Reopening Plan – Pandemic & Infectious Disease

## Facilities Services Department

**Phase 0 and 1 will follow Continuity of Operations Plan with staffing based on essential tasks performed by essential employees.**

- Staff will work 3 days on, 2 days off with 50% of team on campus at any given time to mitigate impact of pandemic on staff

**Two Weeks Prior to Phase 2 Transition - Students, Faculty & Staff Returning:**

### **Preliminary Preparation:**

- 100% of staff return to regular work shifts
- Notify All Service Contractors that University will be reopening
- Update 6200 message to appropriate message
- Update employee voicemail messages
- Identify necessary funding for potential supplies, materials, services and overtime

### **Supplies and Services:**

- If possible, Renew Sixty (60) day stock of supplies (American Paper & Spruce):
  - Spray & Liquid disinfectant, Hand Sanitizer, Disinfecting Wipes
  - Hand Soap, paper products, Rags, paper products
- Renew Stock of Personal Protective Equipment (PPE)
  - Gloves, Eyewear, Face Masks for Facilities employees
- Contact Critical contractors and suppliers to verify resumption of services
  - United Services; SSC; American Wear; Waste Management, Scenic, Malachy
  - Binsky; Oxford, Carrier, Wasak, Otis, Dial-a-Bug, Ehrlich, Wilk, Slate, A&A
  - Schedule trash roll-offs, resume normal trash pickup, schedule elevator service, resume WEC/EDC United normal service, schedule trades staff
- Verify adequate Hand Sanitizer Stations in main lobby of all buildings
- Install disinfecting supply station in each hallway (possibly classrooms) and computer lab of each building (paper towels, spray, wipes - tentative plan; possibility install hand sanitizer dispenser in every classroom, waiting on availability)
- Verify all docks are clear and available for deliveries at both FSB & Specht
- Facilities personnel will return to their normal work schedule (beginning in phase 1)
- All employees must carry NJIT Identification card at all times
- HVAC/Boiler Technicians remain on their normal rotating shifts
- On-call protocol will continuously remain in affect
- All building HVAC equipment will be set to occupied mode and will be verified for operation

- Building HVAC will not be shut down during off-hours
- Maximize fresh air into all buildings, where and when possible (see building HVAC matrix)
- Purge all buildings daily before/after work hours during late night or early morning hours
- Change HVAC filters in all buildings using proper PPE
- Flush water at all common pantries and fountains
- Complete installation plan of automatic faucets in restrooms, as funding allows
- Thoroughly Inspect all buildings and rooms for any abnormal conditions
- All hallway lighting will be returned to normal operation
- All equipment in academic buildings will be inspected for proper operation
- Building Fire systems will be inspected for normal operation
- Resume all normal preventative maintenance operations
- Inspect RL rooms and classrooms for proper thermostat settings
- Remove any existing Trash and Recyclables to compactors, Disinfect waste containers
- Disinfect all hard surfaces in common areas including but not limited to:
  - Hand rails, door handles, elevator buttons, ID readers, ATM & Vending
  - Toilet Flush Handles, Faucets, hand dryers
  - Classroom desks, tables, light switches,
- Refill all soap and paper dispensers
- Refill all lobby hand sanitizers
- Verify all restrooms have paper towel dispensers, they are filled and auto-feed is off
- Reduce floor vacuuming and waxing, when necessary
- Clean & disinfect hard floor surfaces
- Thoroughly clean/sanitize all computer labs
- Remove all temporary signs from all classrooms that have been cleaned and sanitized
- Be prepared to shutdown/clean/disinfect any room or building under special circumstances (see procedure)

### **Phase 2 and 3 Daily Plan:**

- Resume normal work order operations
- Resume normal preventative maintenance operations
- Resume normal waste disposal and custodial operations to the extent possible with a focus on sanitization. This will result in less non-critical cleaning, such as vacuuming and dusting.
- Every morning and evening: Custodial operations will sanitize all classrooms, lecture halls, teaching labs, theater, and restrooms per CDC guidelines
  - Desks, tablets, tables, handles, light switches
- After every other class, Building Services will sanitize all class spaces
- Every morning: soap, hand sanitizer, paper towels will be restocked in restrooms, hallways, computer labs (possibly classrooms, waiting availability)
- As needed, respond to special situations for sanitizing areas



- Disinfect all hard surfaces in common areas and restrooms including but not limited to:
  - Hand rails, door handles, elevator buttons
  - Toilet Flush Handles, Seats, Faucets, Hand Dryers

**Phase 4 - Return to Normal Operation:**

- Employees continue normal work schedule
- Follow all above daily procedures
- Reevaluate necessary supplies, restock based on availability
- Send Service Desk reminder regarding x6200 and Work Requests
- Purchase orders to be processed normally via eMerchant
- Invoices to be reviewed and paid normally
- Time Clock Plus (TCP) and Work Orders (SchoolDude) to be managed normally
- Determine any required operational modifications from lessons learned

## Proper Steps for Room Sanitizing

1. Ensure that each custodian/supervisor entering the room is wearing proper PPE (Personal Protective Equipment). Those items include: Nitrile Gloves and N95 Particulate Respirators (or comparable brand).
2. Dilute concentrate disinfectant product (Spartan's hdqc-2) to the proper water-to-chemical dilution ratio, if not already pre-mixed. Use slop-sink mounted dilution center or bucket with water, follow manufacturer's label instructions.
3. Pre-clean all surfaces within the room using Spartan's hdqC-2 Cleaner/Disinfectant and wipe clean to ensure that all surfaces are free of any dust or loose debris.
4. Apply Spartan's hdqc-2 to all solid/hard surfaces within the space using a spray bottle and cleaning cloth wet with product pre-sprayed on it. If cleaning floor, apply product with microfiber mop and bucket.
5. DO NOT wipe surface dry of disinfectant. Leave wet film and allow all surfaces to air dry to ensure proper sterilization.
6. Spray entire room with Victory Electrostatic Spray Gun on the way out to ensure that any cracks, crevices, hard to reach and other areas are disinfected.
7. Lock entrance to room and post sign; "This room has been Sanitized & Locked Until Further Notice – Thank you, Facilities Services, 973-596-6200"

	OA Design Criteria%	Air Changes per Hour ACH	Time to replace 100% Indoor air with Outside air	Override to Max OA	Filter MERV Rating	Bag or Box MERV	Operable Windows	Building Automation	Notes
Campbell	0-20	10	30 mins	Yes	8	No	Yes	Remote	
Campus Center	0-20 (100)	10	30 mins (10 mins)	Yes	8	Yes (8)	No	Remote	
CAB	0-20	10	30 mins	Yes	8	No	No	Remote	
CKB	0-20	10	30 mins	Yes	8	No	Yes	Remote	
Colton Hall	0-20	10	30 mins	Yes	8	No	Yes	Remote	Basement Labs are 100% OA
CHEN	0-20	10	30 mins	Yes	8	No	No	Remote	
Cullimore	Pending	6		Pending	8	No	No	Remote	Install OA booster fans for AC1,5,6
Cypress	100			Yes	8	No	Yes	Remote	Hallways only
Honors	100			Yes	8	No	No	Remote	Hallways only
Eberhardt	0-20	8	40 mins	Yes	8	No	Yes	Remote	
EDC2	0-20	10	30 mins	Yes	8	No	No	Remote	
EDC3	0-20	10	30 mins	Yes	8	Yes (8)	No	Remote	
FSB	0-20	8	40 mins	Yes	8	No	Yes	Local	
Faculty	0-20	10	30 mins	Yes	8	Yes (8)	No	Remote	
Fenster	0-20 (100)	10	30 mins (10 mins)	Yes	8	Yes (8)	No	Remote	
Greek Duplex #5, #7	0			no	8	No	Yes	Local	
Greek Duplex #9, #11	0			no	8	No	Yes	Local	
Greek Duplex #13, #15	0			no	8	No	Yes	Local	
Greek Duplex #17, #19	0			no	8	No	Yes	Local	
Greek Duplex #21, #23	0			no	8	No	Yes	Local	
GITC	0-20 (100)	8	40 mins (10 mins)	Yes	8	Yes (8)	No	Remote	
Kupfrian	0-20 (100)	8	40 mins (10 mins)	Yes	8	No	No	Remote	
Laurel	100			Yes	8	No	Yes	Remote	Hallways only
Laurel Extension	100			Yes	8	No	Yes	Remote	Hallways only
Life Science	0-20	10	30 mins	Yes	8	Yes(14)	No	Remote	
MEC	0-20 (100)	10	30 mins (10 mins)	Yes	8	No	No	Remote	
Micro	0-20	10	30 mins	Yes	8	No	No	Remote	
Naimoli	0-20	10	30 mins	Yes	8	No	No	Remote	
Oak	100			Yes	8	No	Yes	Remote	Hallways only
Public Safety	0-20	10	30 mins	Yes	8	No	No	Remote	
Redwood	100			Yes	8	No	Yes	Remote	Hallways only
Student Mall	0-20	10	30 mins	Yes	8	No	No	Remote	
Specht	20	10	30 mins	No	8	No	Yes	Local	
Tiernan	0-20 (100)	10	40 mins (10 mins)	Yes	8	No	No	Remote	OA-AC5 100%, AC7 50%, all HV 100%
WEC	0-20	10	30 mins	Yes	11	Yes (8)	No	Remote	
Weston	0-20 (100)	10	30 mins (10 mins)	Yes	8	No	No	Remote	
York	100	10	~10 mins	Yes	8	Yes (8)	No	Remote	

ASHRAE's recommendations for reopening buildings are outlined in the frequently asked questions section of its COVID-19 Resources webpage. Recommendations for building readiness and reopening include the following:

<https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance>

Create a strategic plan prior to opening a building. The plan should include measures to make occupants feel safer, ensuring supply chain for critical items such as filters and communication plans for building support and safety measures for occupants.

Review HVAC programming to provide flushing two hours before and post occupancies. This includes operating the exhaust fans as well as opening the outside air dampers. For buildings without the capacity to treat large quantities of outside air and when outside air conditions are moderate, open all windows for a minimum of two hours before reoccupation.

"Key elements of a strategy to limit the spread of the COVID-19 virus are to perform needed heating, ventilating and air conditioning (HVAC) system maintenance, including filter changes, and to run HVAC equipment, prior to re-occupancy"; stated ASHRAE Epidemic Task Force chair, ASHRAE Environmental Health Committee voting member and 2013-14 ASHRAE Presidential Member Bill Bahnfleth.

6. Campus Planning, Design, and Construction Recovery Plan

Campus Planning, Design & Construction  
Guidelines for Reconstituting NJIT

In an effort to reopen the university, the following guidelines will be implemented in conjunction with phased guidelines outlined by the federal government:

The Campus Planning, Design & Construction department oversees the planning, design and construction of capital construction projects across the University.

**Key Staff:**

Todd Miller, AVP, Campus Planning, Design & Construction

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**Phase Zero:**

As the University is under maximum restrictions, the following plan will be in place:

- The Campus Planning, Design & Construction department staff will telecommute as much as possible during this phase.
- With the use of the University's project management software, Procore, many of the current capital construction projects can be managed both on campus and virtually. Construction progress, meeting minutes, contracts, and contractor payments can all be managed virtually through this software.
- Capital construction projects in the planning the stages can be managed both on campus and virtually as well. The use of Procore and various shared drives on the NJIT network allows for the sharing of current information and continuity. Remote access through NJIT's VPN network allows for access, sharing and saving of information on the shared drives. Google drives are also used and information is shared with key personnel to ensure information is current and accurate.

- Any current capital construction projects will be managed virtually as much as possible through video conferences and use of Procore. NJIT's capital construction program management firm will have the ability to provide an on campus presence to assist in managing the current capital construction projects. NJIT project managers may from time to time need to come to campus to review the actual project status or resolve any outstanding issues that cannot be resolved virtually.
- The need for issuing purchase orders and processing contractor/vendor payments will be critical during an emergency or business disruption. Each project manager will be responsible for the generation of purchase orders and processing of contractor/vendor payments with the assistance of Operations Coordinator. Purchase orders and contractor/vendor payments can be processed remotely using NJIT's Highlander eMerchant procurement system.
- Any in bidding or request for proposals that are in process may have to be either postponed or modified based upon the situation. Any prearranged interviews or presentations by professional consultants as part of the RFP process, may need to be canceled, postponed or conducted via video conference if need be.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator.
- Communications among key staff, the campus community and outside vendors/contractors will be done via email, phone and video conferencing.

#### Phase One:

As the university considers opening up key parts of the institution, the following plan will be in place:

- The Campus Planning, Design & Construction department staff will continue to telecommute as much as possible.
- Project managers and the CAD specialist/project coordinator will visit the campus on a rotational basis to monitor current construction projects and receive/coordinate furniture deliveries. Staff we need to wear masks when on campus and in contact with others.
- Procore will continue to be used as a key resource to manage current capital construction projects both on campus and virtually.
- Processing of purchase orders and invoices will continue to be processed via email and VPN.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator. Begin to evaluate existing campus spaces for reduce occupancy following recommended social distancing guidelines.
- Analyze larger cubicle work areas to determine the needs for a safe social distance workspace. Evaluate what possible office swing space opportunities exist.
- Communications among key staff, the campus community and outside vendors/contractors will continue to be done via email, phone and video conferencing.

#### Phase Two:

As the university begins to open up and welcomes 25% of the staff back, allows most research to resume, and allows limited in-person learning, the following plan will be in place:

- The Campus Planning, Design & Construction department staff will have the option to telecommute if need be.
- The AVP for Campus Planning, Design & Construction and the NJIT project managers all have private offices and can work safely while adhering to social distance requirements. Staff will need to wear masks as needed when on campus and in contact with others. The CAD Specialist/Project Coordinator and Operations Coordinator may need to rotate work days or possibly temporarily relocate their work space depending on social distance restrictions that come with an open cubicle work environment.
- Procure will continue to be used as a key resource to manage current capital construction projects both on campus and virtually.
- Processing of purchase orders and invoices will start to be completed on campus and will continue to be processed via email and VPN when necessary.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator.
- Verification of any necessary changes needed to campus spaces as a result of new social distancing rules will be formally planned and documented. Campus Planning, Design and Construction will implement the following:
  - All instructional space will be evaluated for appropriate seating capacity based upon social distancing requirements. Safe seating layouts will be posted in each room (see attached color coded floor plans).
  - Color code of instructional space desks/chairs will be done by placing either a blue or red dot on the furniture.
  - Corridors will be evaluated for traffic flow based upon the width of the corridor. Many corridors will become directional (see attached signage that will be implemented to mark the direction of traffic flow).
  - Stairwells will be evaluated and designated as either "up" or "down". (see attached signage that will be implemented to mark the direction of traffic flow).
  - Elevators will be evaluated and more than likely have a new capacity of only 1 or 2 passengers. Signage will be installed to identify capacity and standing location within the elevator cabs.
  - Restrooms will be evaluated to determine appropriate occupancy. Some plumbing fixtures will need to be designated or marked unavailable. Signage will be implemented to help identify new occupancy capacity.
  - Social distance signage as referenced on the attachment will be ordered by Campus Planning, Design and Construction. Installation will be a team effort from the entire REDCO department.
  - Double occupancy dorm rooms will be evaluated to see if hanging of hospital grade cubicle curtains for occupant separation is appropriate and beneficial. Hiring of an outside contractor will be needed to install the necessary track and curtains in our over 700 double occupancy dorm rooms (see attached budget estimate and curtain information).

- Larger group gathering spaces such as the Jim Wise Theater, Campus Center Atrium, Campus Center Ballroom and others will be evaluated, and new occupancy capacities will be recommended.
- Assists Gourmet Dining in evaluating and recommending new occupancy capacities for the various dining areas throughout campus.
- For many of the public facing receptions areas of the campus, recommendations for counter shield locations will be provided (see attached photo of recommended counter shield and attached location listing). These shields will be ordered by Campus Planning, Design & Construction. Installation will be a team effort between Campus Planning, design and Construction and Facilities Services.
- Communications among key staff, the campus community and outside vendors/contractors can be done in person following appropriate distancing guidelines. Continue to encourage communication via email, phone and video conferencing.

### Phase 3:

Assumes the university permits 50% of the staff to return to campus, most research is restored, and converged learning is fully implemented, the following plan will be in place:

- The AVP for Campus Planning, Design & Construction and the NJIT project managers all have private offices and can work safely while adhering to social distance requirements. Staff will need to wear masks as needed when on campus and in contact with others. The CAD Specialist/Project Coordinator and Operations Coordinator may need to rotate work days or possibly temporarily relocate their work space depending on social distance restrictions that come with an open cubicle work environment.
- Procore will continue to be used as a key resource to manage current capital construction projects both on campus and virtually.
- Processing of purchase orders and invoices will start to be completed on campus and will continue to be processed via email and VPN when necessary.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator.
- Verification of any necessary changes needed to campus spaces as a result of new social distancing rules will be formally planned and documented. Campus Planning, Design and Construction will continue to monitor and maintain the following:
  - All instructional space for appropriate seating capacity based upon social distancing requirements. Safe seating layouts will be posted and maintained in each.
  - Color code of instructional space desks/chairs have a blue or red dot on the furniture that will be maintained.
  - Elevators will have a reduced occupancy of either 2 or 4 passengers depending on the dimensions of the elevator cab. Signage will be maintained to identify capacity and standing location within the elevator cabs.
  - Restrooms will have a reduced occupancy. Some plumbing fixtures will be designated or marked unavailable. Signage will be maintained to help identify new occupancy capacity.



- Spare stock of social distance signage will be maintained by Campus Planning, Design and Construction. Additional installation will be a team effort from the entire REDCO department.
- Review and maintain counter shields that have been placed at many of the public facing receptions areas of the campus. A spare stock of counter shields will be maintained by Campus Planning, Design and Construction.

Phase 4:

The university is fully open with all staff returning, all research restored and in-person learning is conducted. The following plan will be in place:

- All Campus Planning, Design & Construction department staff will return to campus and work at their assigned offices or desks and resume normal duties/operations. Social distance guidelines should still be considered.
- The Campus Planning, Design & Construction department staff will have the option to telecommute if a reasonable accommodation is deemed necessary.
- Communications among key staff, the campus community and outside vendors/contractors can be done in person following appropriate distancing guidelines. Continue to encourage communication via email, phone and video conferencing.

# COUNTER SHIELD NCPA LIST PRICE GUIDE

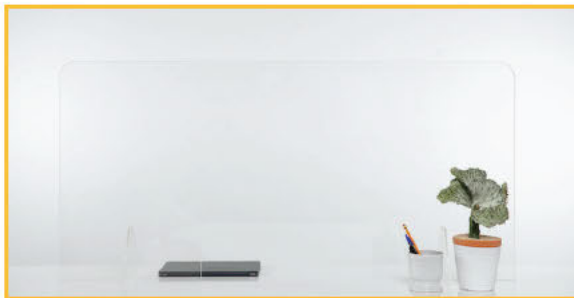
## THE LITE MODEL



Small: 24" w x 24" h

**LIST**  
Small: \$275  
Large: \$500

*Custom Sizes  
available on  
orders of QTY  
100 or more.*



Large: 49.5" w x 24" h

## THE BASIC MODEL



Small: 28" w x 28" h

**LIST**  
Small: \$390  
Large: \$700

*Custom Sizes  
available on  
orders of QTY  
100 or more.*



Large: 59" w x 28" h

## THE CLASSIC MODEL



Small: 28" w x 28" h

**LIST**  
Small: \$535  
Large: \$890

*Custom Sizes  
available on  
orders of QTY  
100 or more.*



Large: 59" w x 28" h

## THE WRAP MODEL



Small: 28" w x 28" h x 12" d

**LIST**  
Small: \$635  
Large: \$1035

*Custom Sizes  
available on  
orders of QTY  
100 or more.*

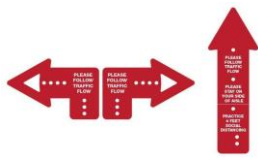


Large: 59" w x 28" h x 12" d



### Social Distance Sign Types

\*\*The plan for this signage is to have NJIT logo and branding utilizing a local printing vendor who can customize the signage to meet our specific needs.



Floor markings to direct traffic flow.



Stairwell signage to designate traffic flow going up and down.



Sign 10 8

Signage for public lounge seating areas and public dining areas.



Sign 10 3

General signage for areas of heavy traffic/occupancy.



General signage for heavy traffic areas and dorm buildings.



Sign 10 4

Restroom signage for general bathroom areas and dorm buildings.



General social distance signage for indoor and outdoor applications.



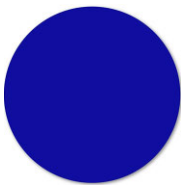
General social distance signage to be placed on doors outside main building entry areas.



General signage reminding people to protect themselves and others.



General signage for wearing of masks.



Blue marker to identify safe social distance seat in classrooms and lecture halls.



Red marker to identify safe social distance seat in classrooms and lecture halls.

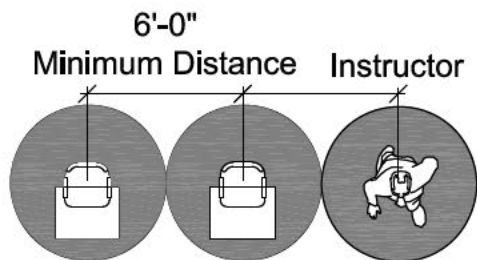
BuildingID	FloorName	RoomID	Existing Occupancy	Class #1 (red) Occupancy	Class #2 (blue) Occupancy	Comments
CAB	F003 Third Floor	3052	41	13	12	
CKB	F001 First Floor	106	44	12	11	
CKB	F001 First Floor	114	32	9	9	
CKB	F001 First Floor	116	TBD	39 - To confirm - Studio		
CKB	F001 First Floor	120	40	12	11	
CKB	F001 First Floor	124	45	15	12	
CKB	F001 First Floor	126	34	8	8	
CKB	F002 Second Floor	204	90	24	24	
CKB	F002 Second Floor	206	42	13	12	
CKB	F002 Second Floor	207	36	8	6	
CKB	F002 Second Floor	212	36	8	6	
CKB	F002 Second Floor	214	36	8	6	
CKB	F002 Second Floor	215	42	12	9	
CKB	F002 Second Floor	217	87	24	24	
CKB	F002 Second Floor	219	36	12	9	
CKB	F002 Second Floor	220	35	12	9	
CKB	F002 Second Floor	222	44	14	12	
CKB	F002 Second Floor	223	37	12	12	
CKB	F002 Second Floor	226	42	13	12	
CKB	F003 Third Floor	303	120	19	19	
CKB	F003 Third Floor	310	32	9	9	
CKB	F003 Third Floor	313	36	9	9	
CKB	F003 Third Floor	314	37	9	9	
CKB	F003 Third Floor	315	32	8	10	
CKB	F003 Third Floor	316	30	9	9	
CKB	F003 Third Floor	317	39	12	10	
CKB	F003 Third Floor	320	35	12	9	
CKB	F003 Third Floor	330	40	12	12	
CKB	F003 Third Floor	341	36	9	9	
COLT	F002 Second Floor	283	50	25	25	
COLT	F003 Third Floor	343	16	8	8	
COLT	F004 Fourth Floor	416	30	15	15	
CULM	F001 First Floor	103	79	20	20	
CULM	F001 First Floor	104	79	19	20	
CULM	F001 First Floor	106	79	20	20	
CULM	F001 First Floor	110	40	12	12	
CULM	F001 First Floor	111	33	9	9	
DHRH	F002 Second Floor	210	35	10	10	
DHRH	F002 Second Floor	212	36	10	10	
DHRH	F002 Second Floor	213	36	10	10	
ECEC	F001 First Floor	100	71	21	21	
ECEC	F001 First Floor	115	70	21	21	
FMH	F001 First Floor	106	36	7	7	
FMH	F001 First Floor	108	36	7	7	
FMH	F001 First Floor	110	45	15	15	
FMH	F002 Second Floor	203	45	9	9	
FMH	F002 Second Floor	205	36	6	6	
FMH	F002 Second Floor	207	36	6	6	
FMH	F002 Second Floor	209	42	8	8	
FMH	F002 Second Floor	213	48	14	14	
FMH	F003 Third Floor	305	36	6	6	
FMH	F003 Third Floor	306	51	9	9	
FMH	F003 Third Floor	307	36	6	6	
FMH	F003 Third Floor	308	36	6	6	
FMH	F003 Third Floor	309	36	6	6	
FMH	F003 Third Floor	310	36	6	6	
FMH	F003 Third Floor	313	36	6	6	
FMH	F003 Third Floor	314	36	12	12	
FMH	F003 Third Floor	319	36	6	6	
FMH	F003 Third Floor	321	36	6	6	
FMH	F004 Fourth Floor	403	36	11	11	
FMH	F004 Fourth Floor	404	36	8	8	
FMH	F004 Fourth Floor	405	36	6	6	
FMH	F004 Fourth Floor	407	36	6	6	
FMH	F004 Fourth Floor	408	60	17	17	
FMH	F004 Fourth Floor	409	33	6	6	
FMH	F004 Fourth Floor	411	33	6	6	
FMH	F004 Fourth Floor	412	27	9	9	
FMH	F004 Fourth Floor	413	36	6	6	
GITC	F001 First Floor	1100	125	26	25	
GITC	F001 First Floor	1202	30	15	15	
GITC	F001 First Floor	1400	125	26	25	
GITC	F003 Third Floor	3600		14	14	
GITC	F003 Third Floor	3700		To Confirm Capacity		Could be used as a large classroom
GITC	F004 Fourth Floor	4402	40	9	8	

GITC	F005 Fifth Floor	5602	28	10	10				
JCS	F001 First Floor	101	24	8	8				
JCS	F001 First Floor	102	40	15	15				
JCS	F001 First Floor	104	42	15	15				
KUPF	F000 Lower Level	103	45	15	15				
KUPF	F000 Lower Level	104	45	16	16				
KUPF	F000 Lower Level	105	45	16	16				
KUPF	F000 Lower Level	106	60	20	20				
KUPF	F000 Lower Level	107	45	15	15				
KUPF	F000 Lower Level	108	45	15	15				
KUPF	F000 Lower Level	110	45	15	15				
KUPF	F000 Lower Level	117	95	28	23				
KUPF	F000 Lower Level	118	95	28	22				
KUPF	F001 First Floor	202	45	15	15				
KUPF	F001 First Floor	203	45	15	15				
KUPF	F001 First Floor	204	45	15	15				
KUPF	F001 First Floor	205	60	20	20				
KUPF	F001 First Floor	206	48	16	16				
KUPF	F001 First Floor	207	51	17	17				
KUPF	F001 First Floor	208	45	15	15				
KUPF	F001 First Floor	209	60	12	12				
KUPF	F001 First Floor	210	90	26	21				
KUPF	F001 First Floor	210A	426	58	55				
KUPF	F001 First Floor	211	116	29	34				
ME	F002 Second Floor	221	65	16	14				
ME	F002 Second Floor	224	65	16	14				
ME	F002 Second Floor	233	24	8	8				
RED	F001 First Floor	130	15	5	5				
TIER	F001 First Floor	105	38	12	9				
TIER	F001 First Floor	106	40	12	9				
TIER	F001 First Floor	107	40	12	9				
TIER	F001 First Floor	108	42	12	9				
TIER	F001 First Floor	111	48	13	11				
TIER	F001 First Floor	112	40	11	9				
TIER	F001 First Floor	113	40	11	9				
TIER	F001 First Floor	114	40	12	12				
TIER	F001 First Floor	THL1	144	22	22				
TIER	F001 First Floor	THL2	144	22	22				
TIER	F003 Third Floor	321B	8	4	4				
WEST	F001 First Floor	160	170	27	28				
WEST	F002 Second Floor	262A	70	11	11				
			5960	1523	1458	2981			

Proposed Modified  
 Desk Count per Class  
 Class 1 - 13 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 25 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (41)



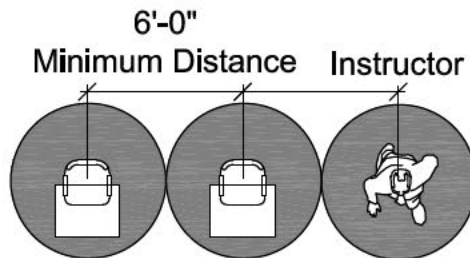
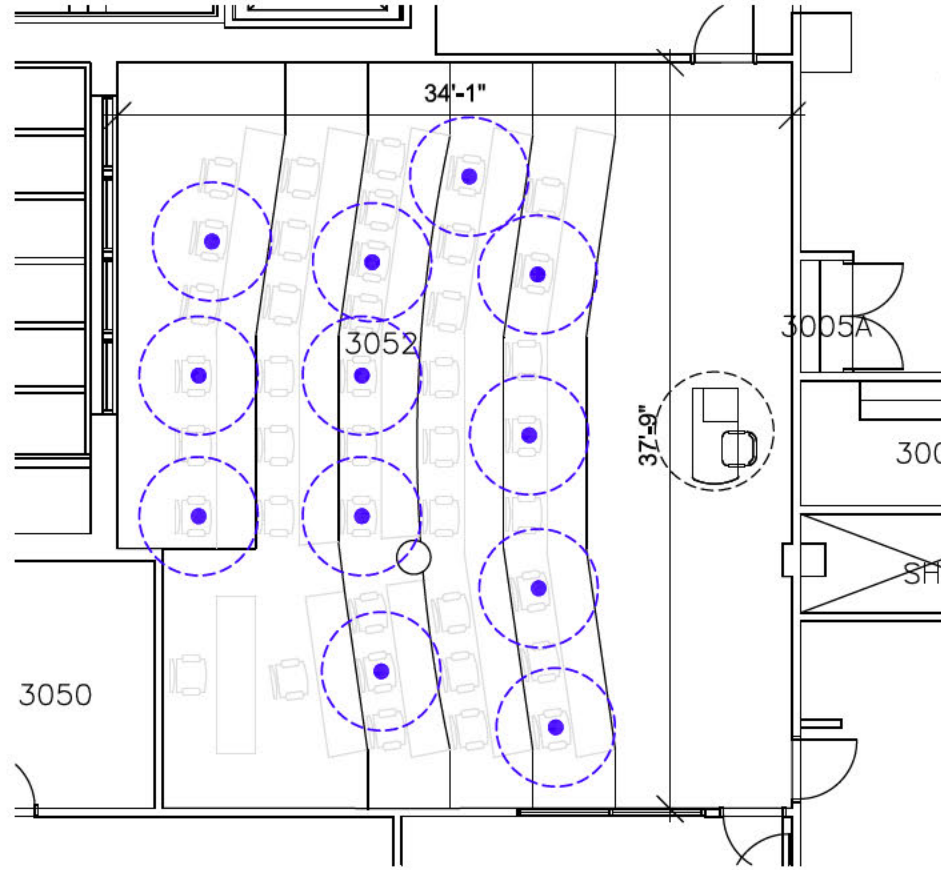
1 Central Avenue Building - Room 3052 - Class 1  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 13 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 25 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (41)



2 Central Avenue Building - Room 3052 - Class 2  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

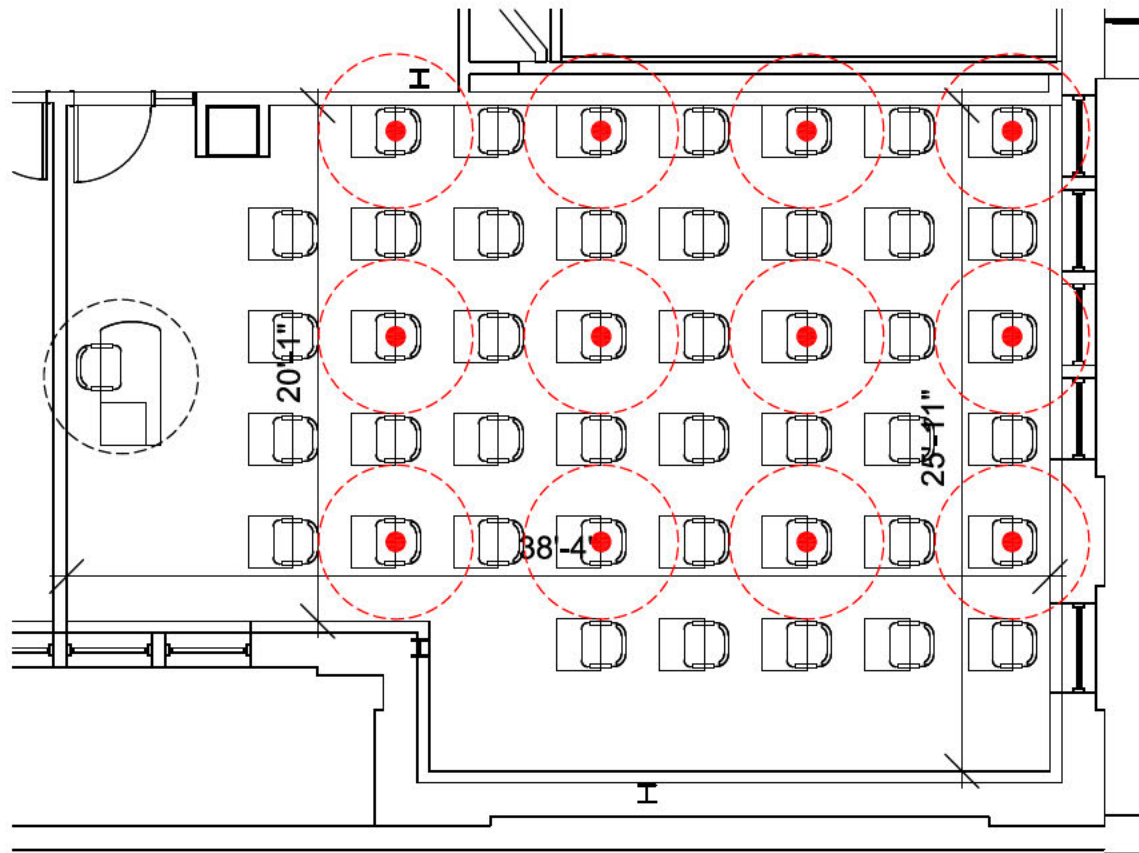
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

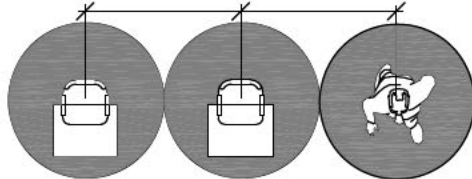
### Social Distance Space Requirements

Existing Room Desk Count (44)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 106 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

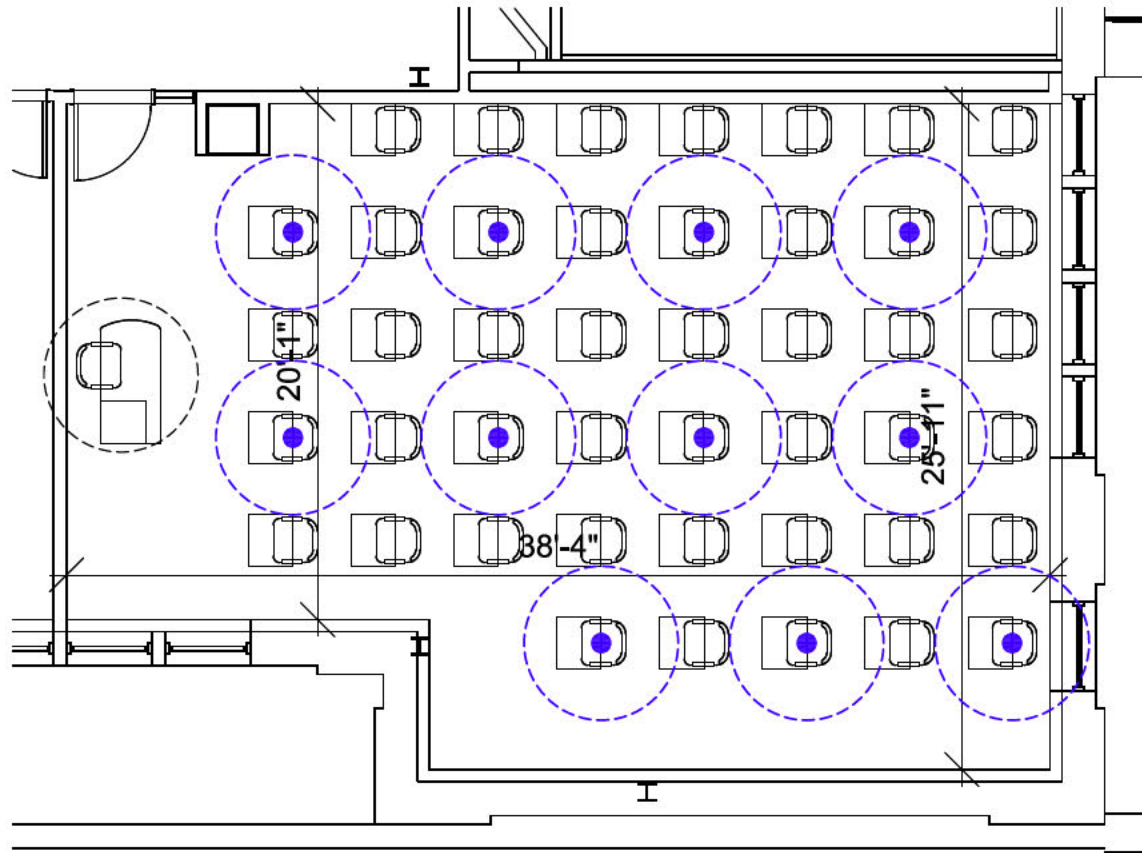
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

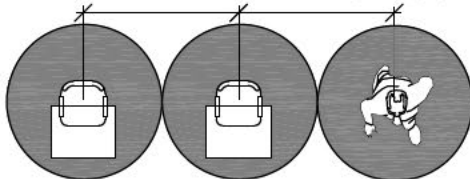
### Social Distance Space Requirements

Existing Room Desk Count (44)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 106 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

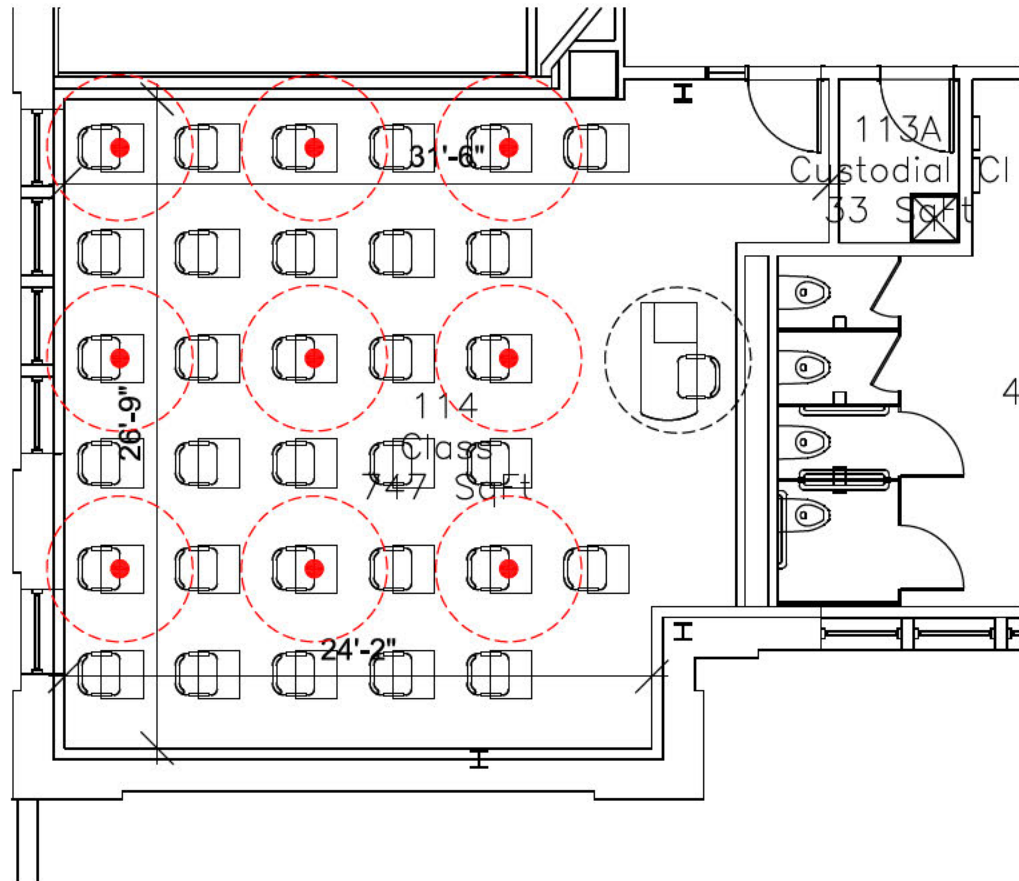
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

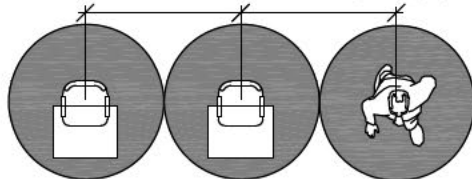
### Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 114 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

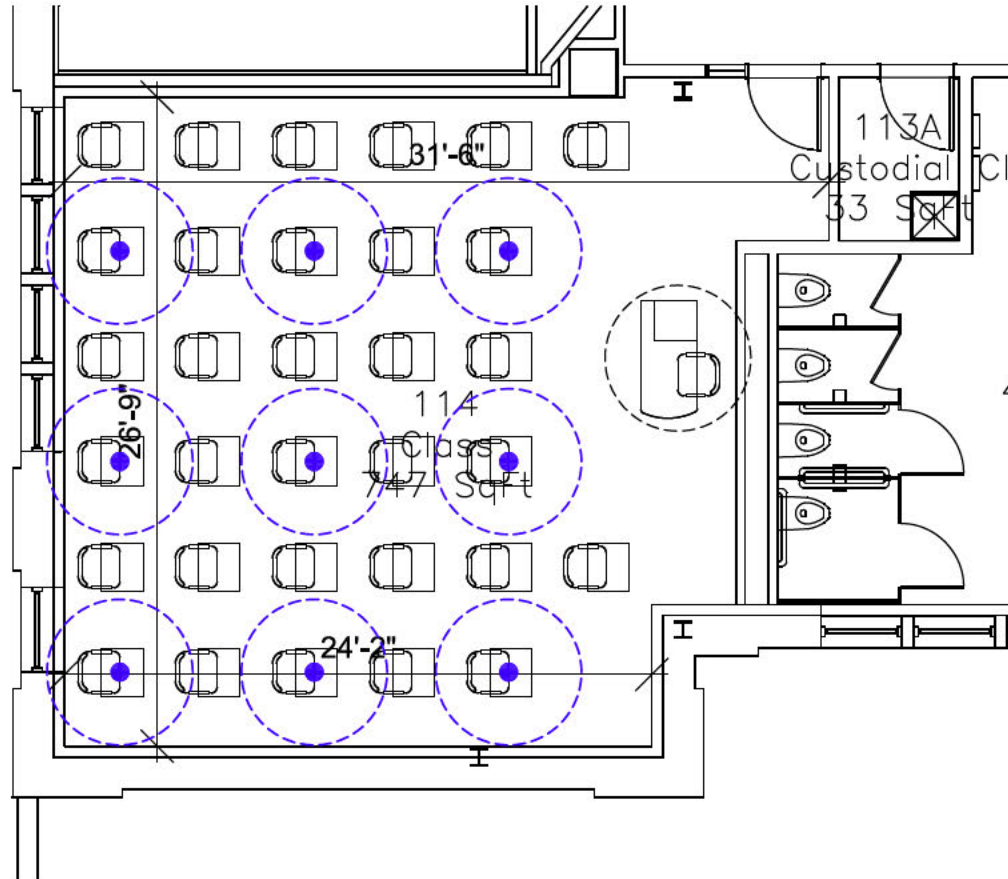
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

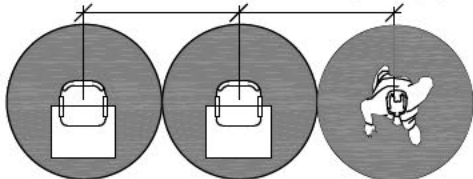
### Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 114 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

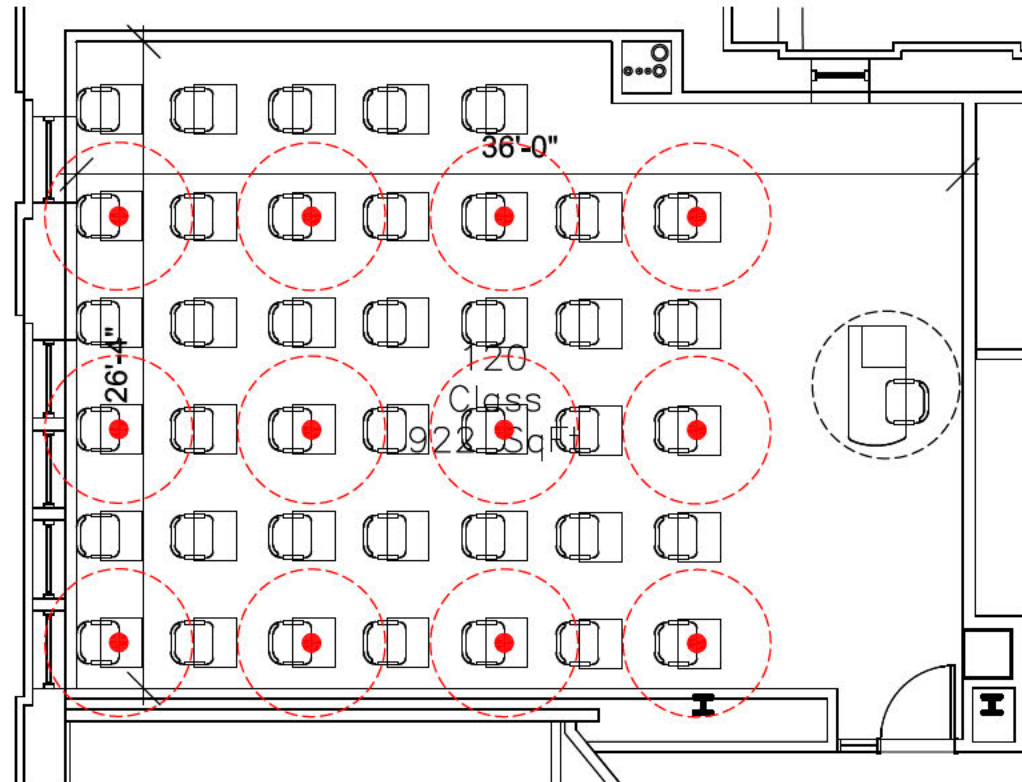
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

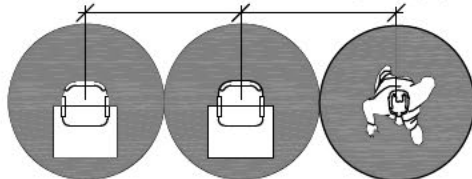
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 120 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

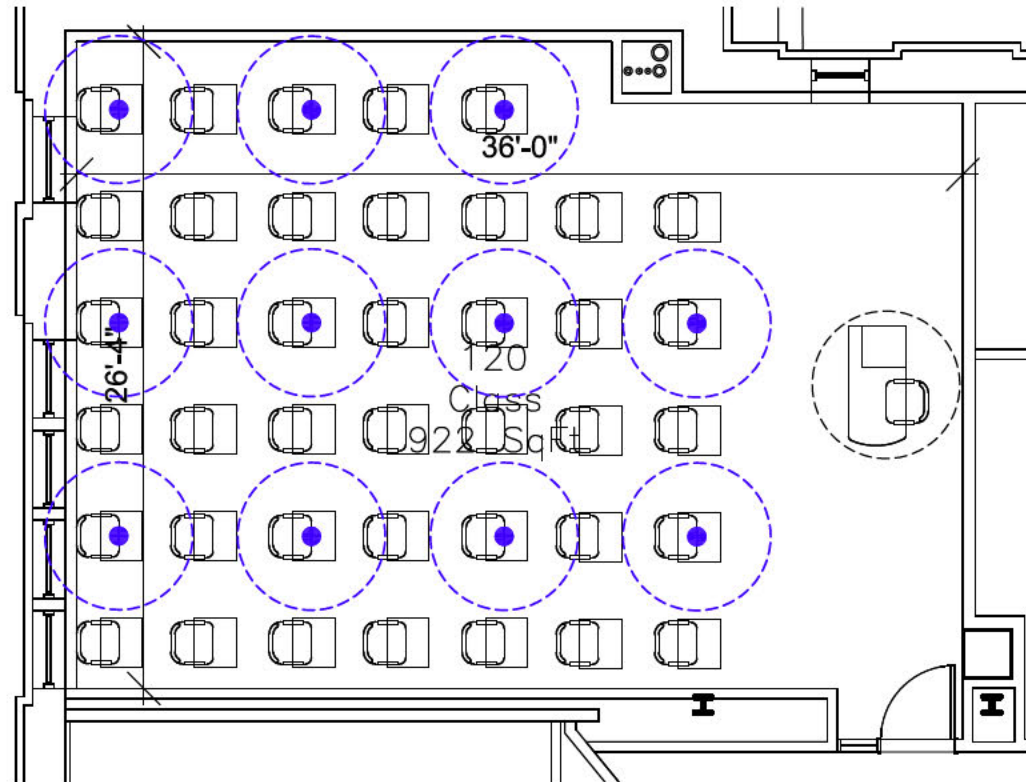
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

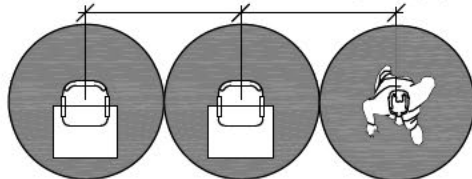
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 120 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

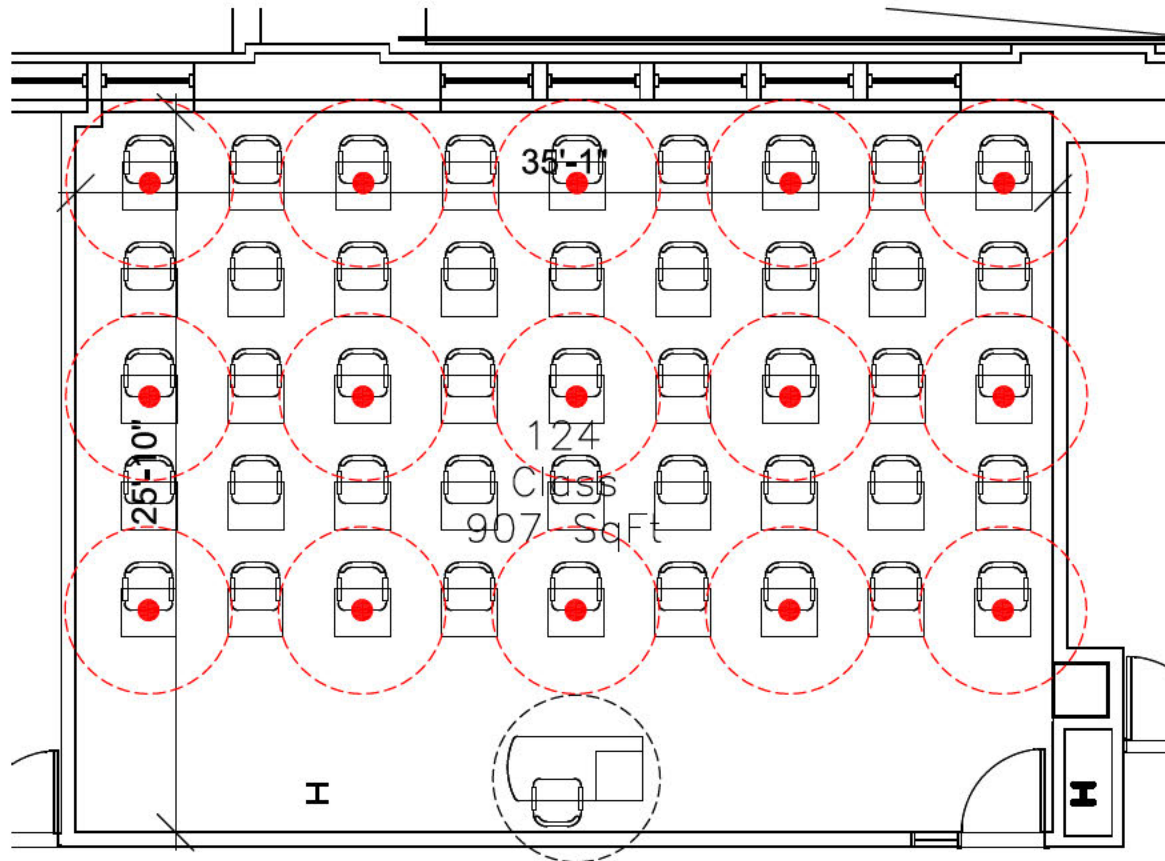
Class 1 - 15 Chairs ■

Class 2 - 12 Chairs ■

Total - 27 Safe Chairs

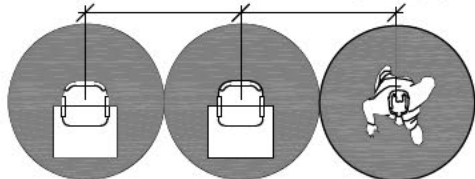
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 124 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

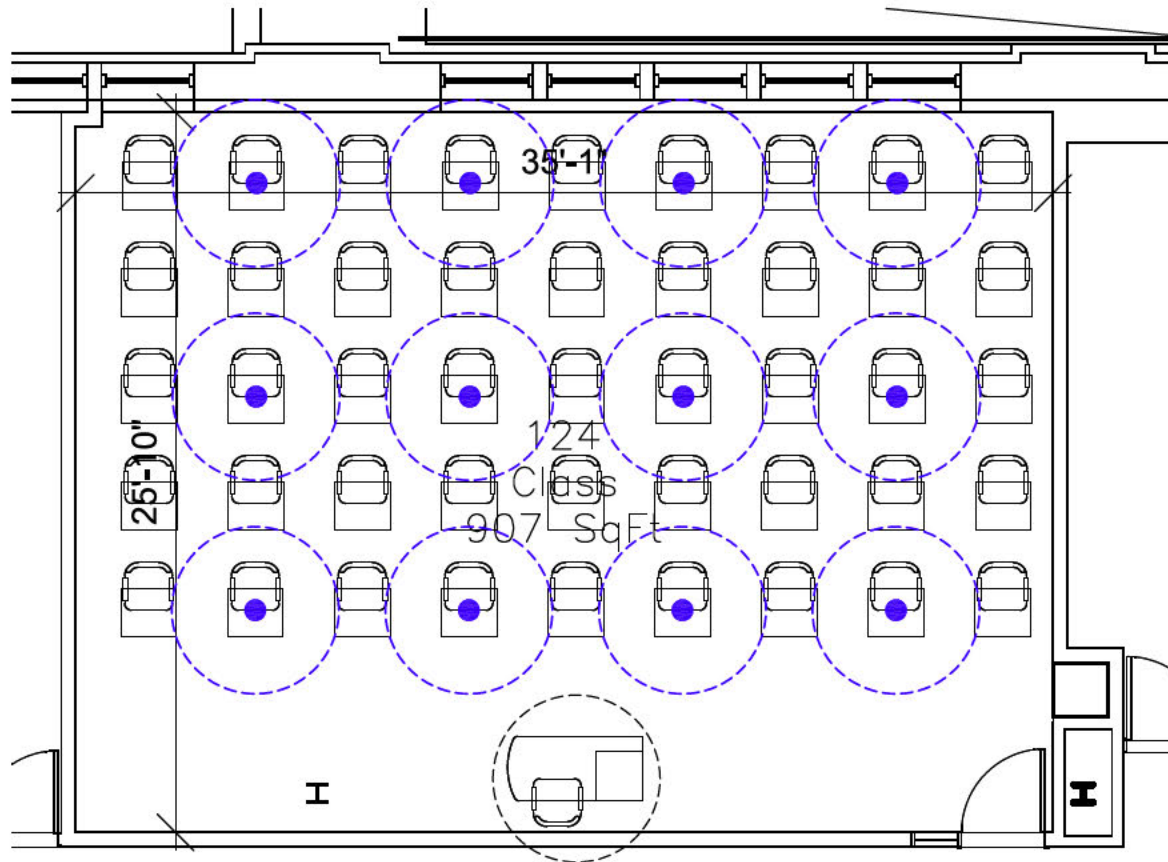
Class 1 - 15 Chairs ■

Class 2 - 12 Chairs ■

Total - 27 Safe Chairs

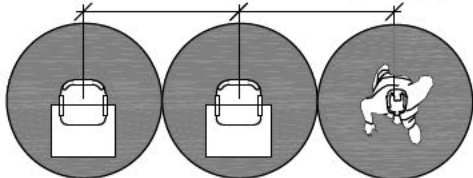
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 124 - Class 2

SCALE: N.T.S

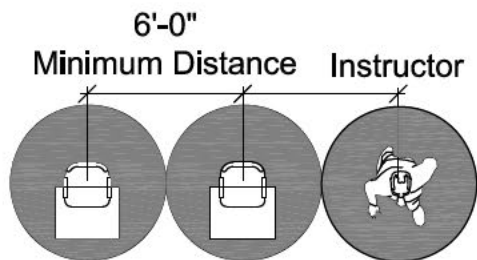
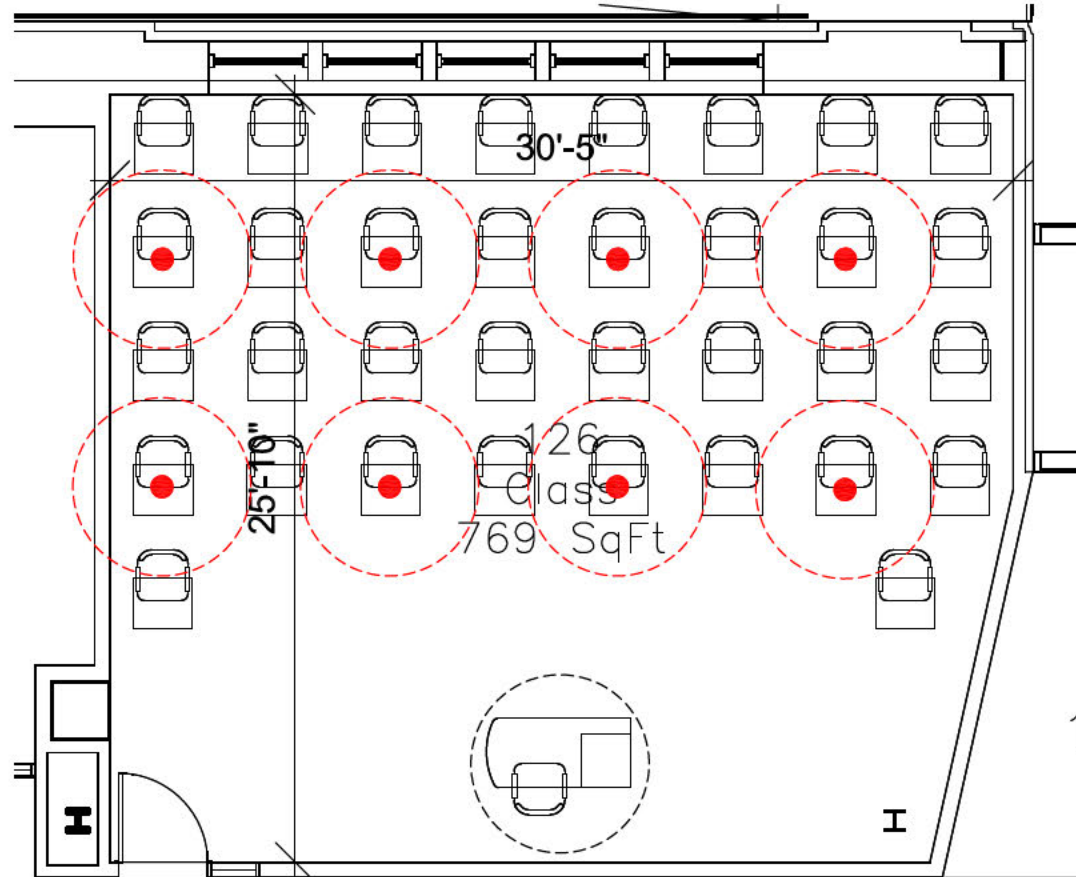
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (34)



1 Central King Building - Room 126 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

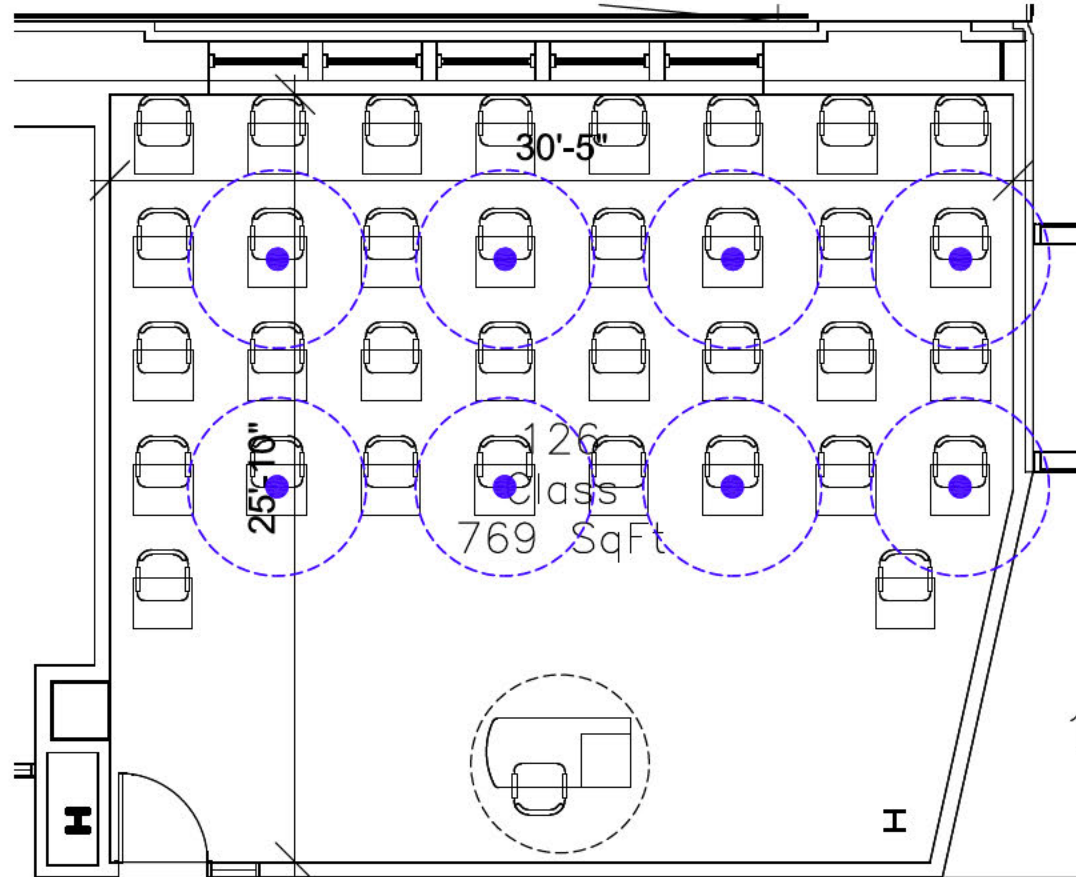
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

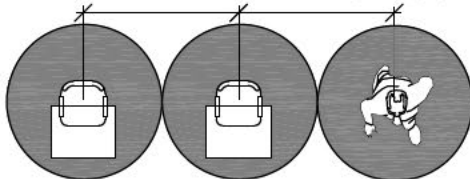
### Social Distance Space Requirements

Existing Room Desk Count (34)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 126 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

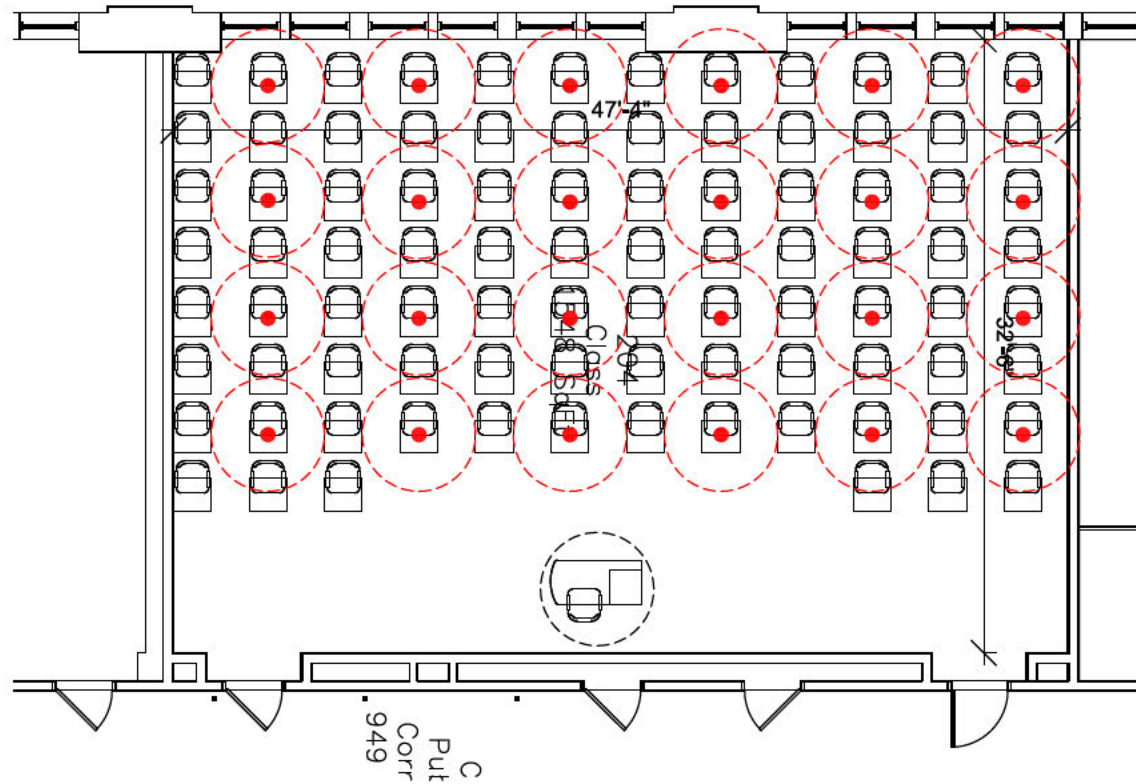
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

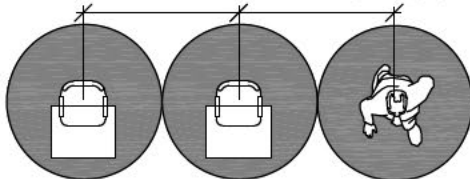
### Social Distance Space Requirements

Existing Room Desk Count (90)



6'-0"

Minimum Distance Instructor



1 Central King Building - Room 204 - Class 1  
SCALE: N.T.S



Proposed Modified  
Desk Count per Class

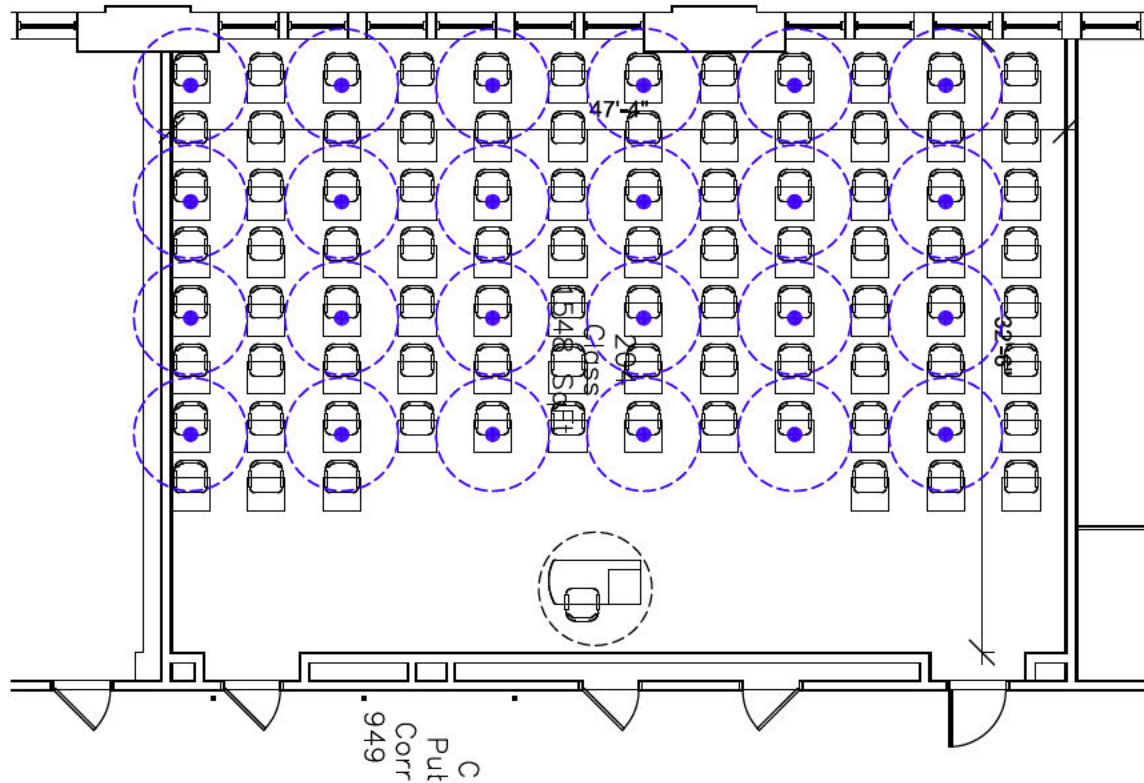
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

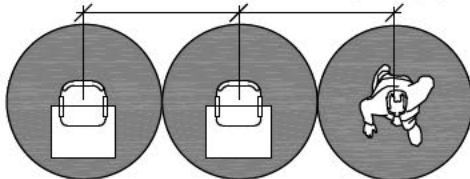
### Social Distance Space Requirements

Existing Room Desk Count (90)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 204 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

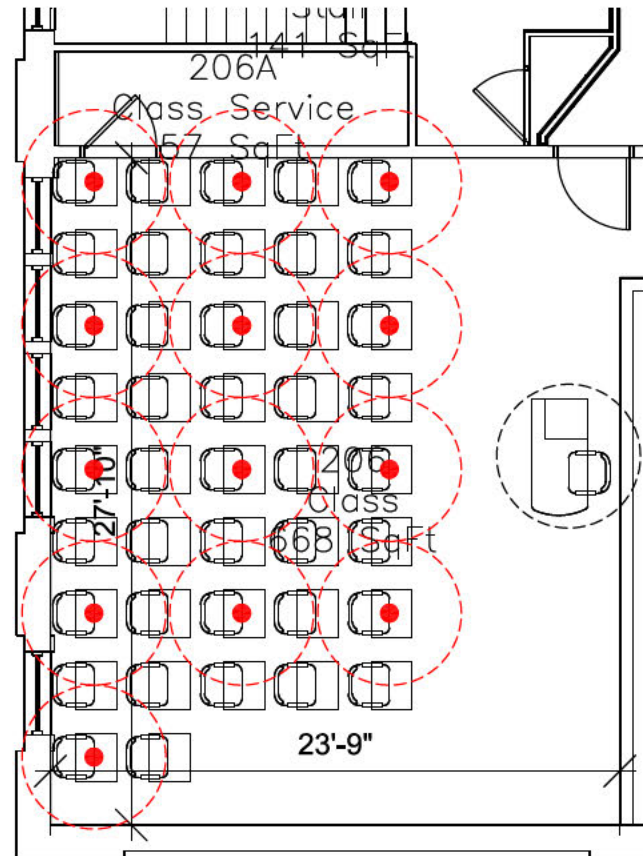
Class 1 - 13 Chairs ■

Class 2 - 12 Chairs ■

Total - 25 Safe Chairs

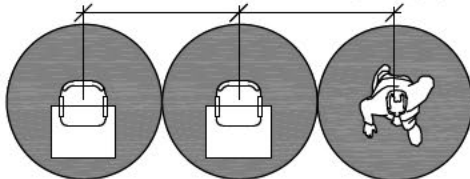
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 206 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

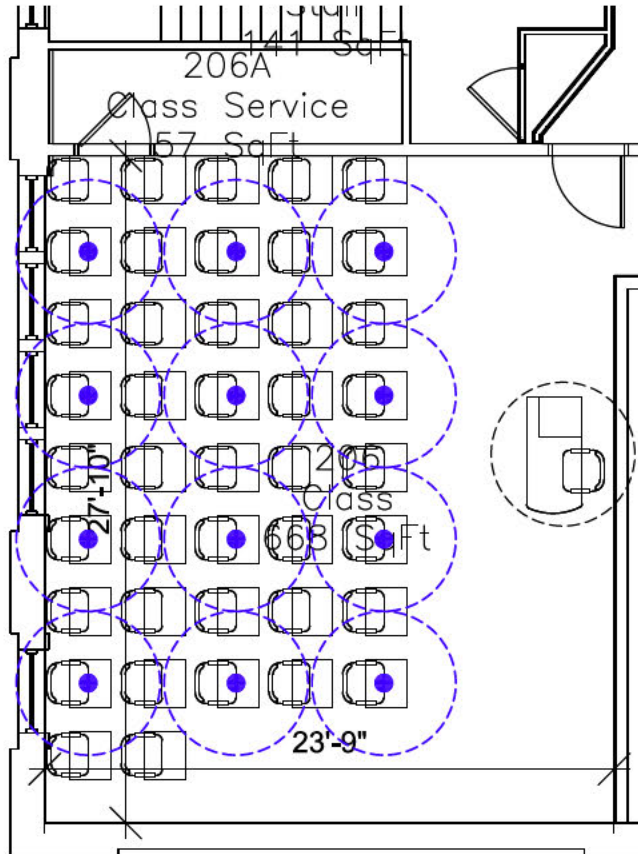
Class 1 - 13 Chairs ■

Class 2 - 12 Chairs ■

Total - 25 Safe Chairs

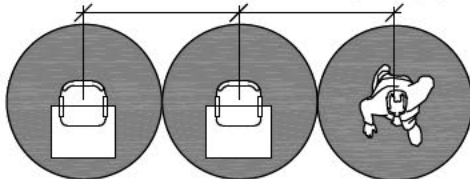
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 206 - Class 2

SCALE: N.T.S

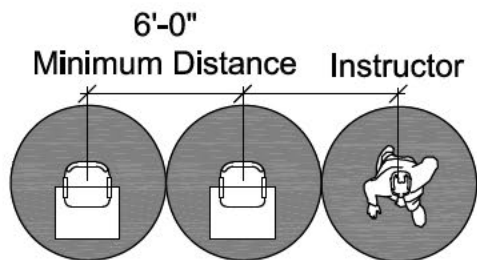
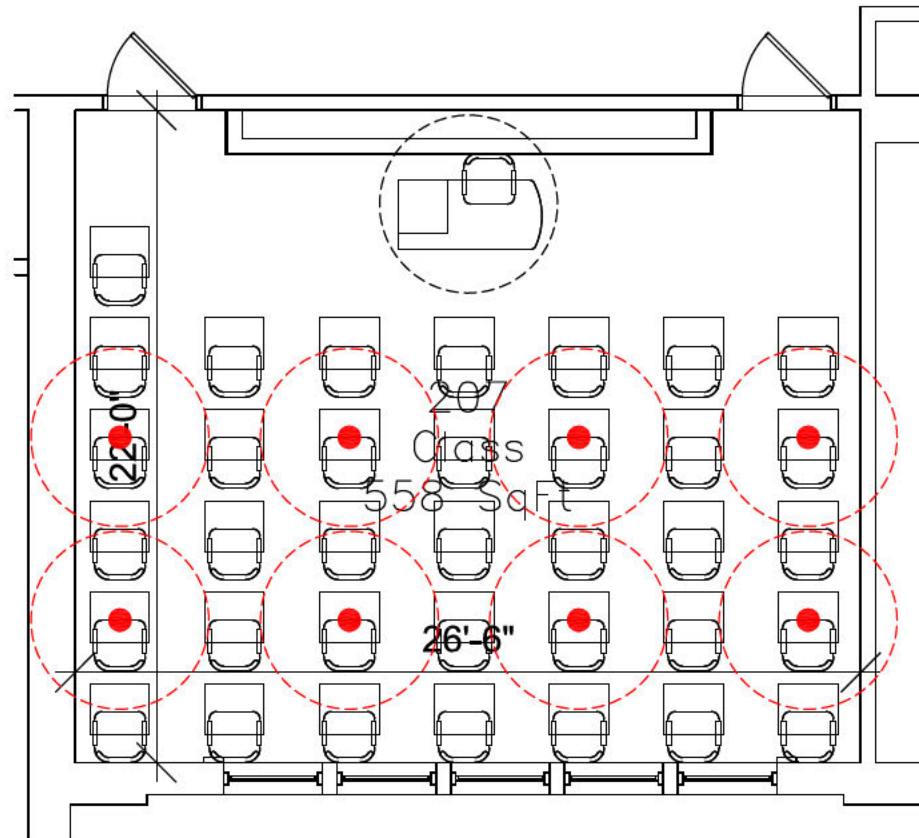
Proposed Modified  
 Desk Count per Class  
 Class 1 - 8 Chairs ■  
 Class 2 - 6 Chairs ■  


---

 Total - 14 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1 Central King Building - Room 207 - Class 1  
 SCALE: N.T.S



Proposed Modified  
Desk Count per Class

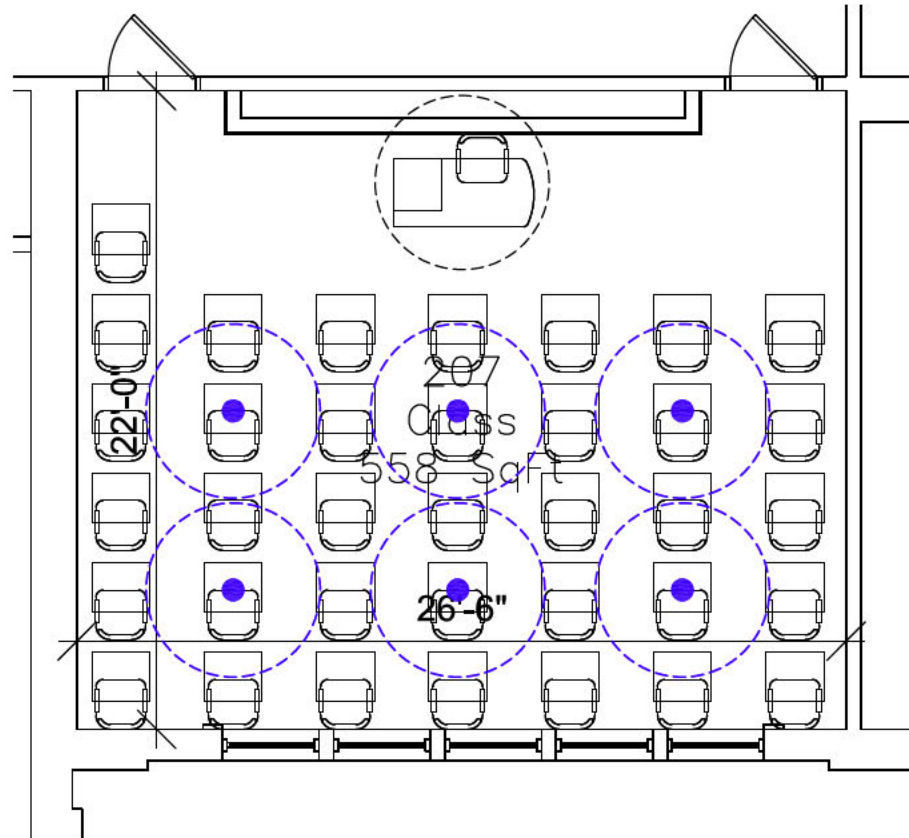
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

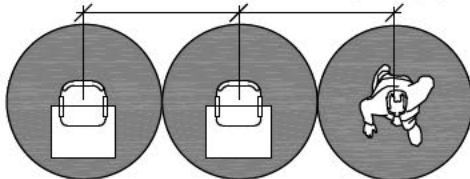
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 207 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

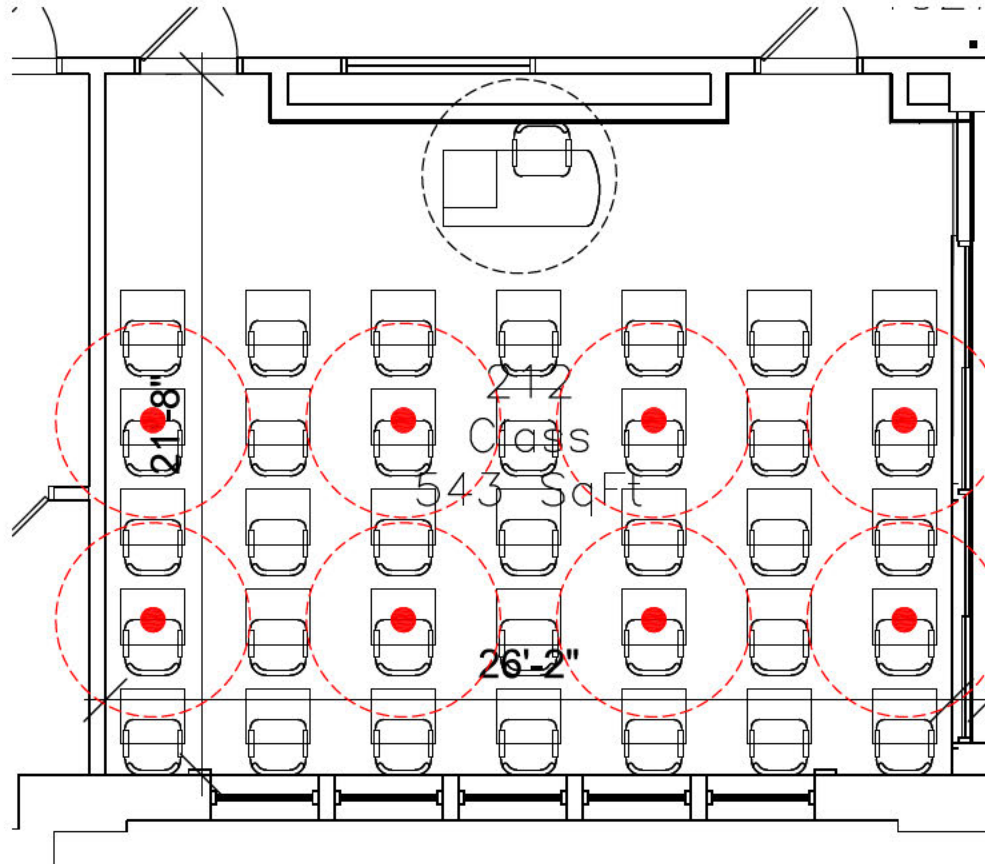
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

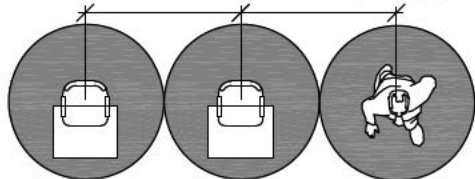
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 212 - Class 1

SCALE: N.T.S

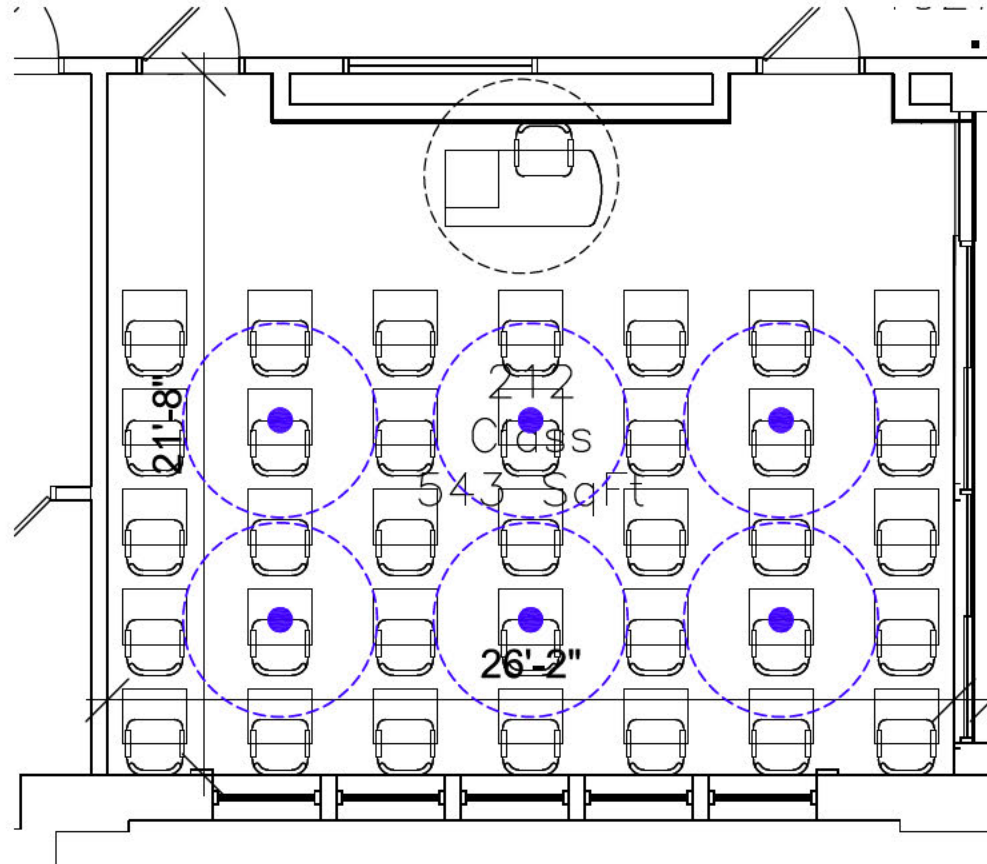
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

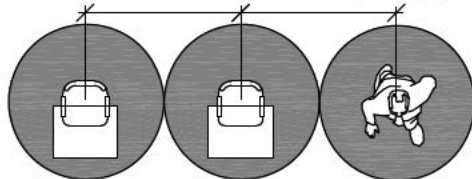
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 212 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

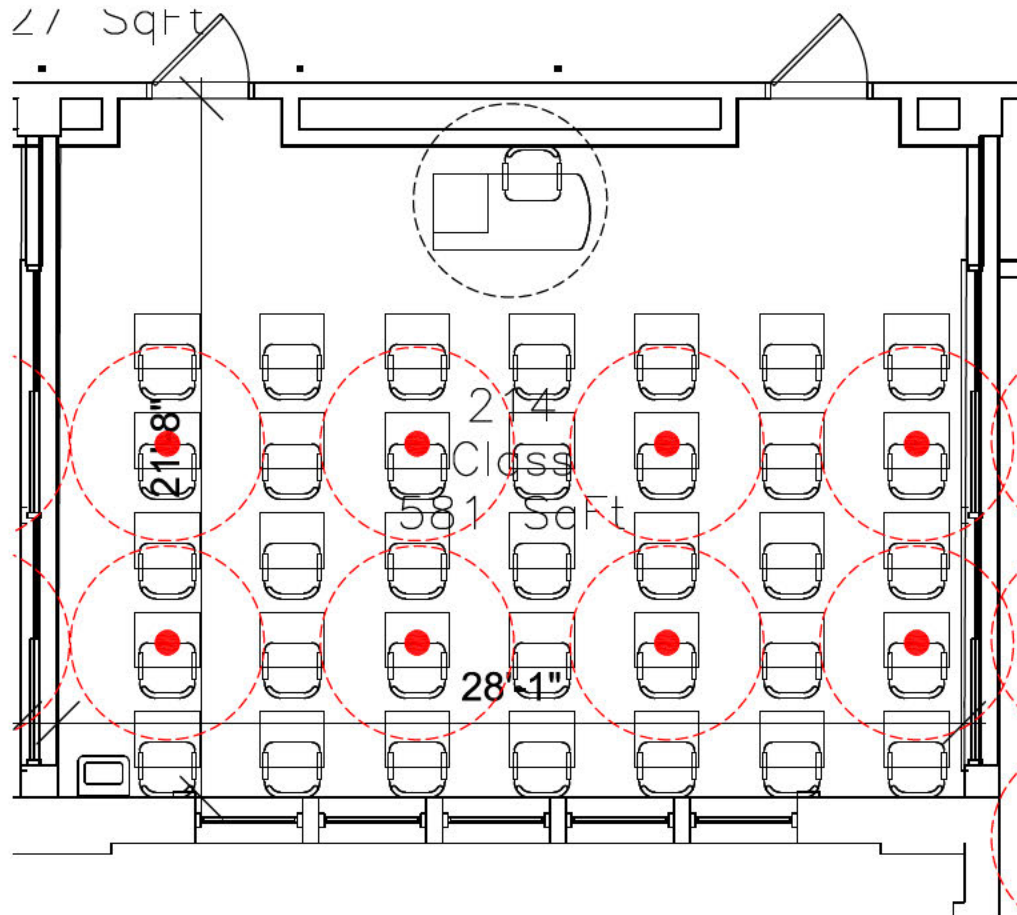
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

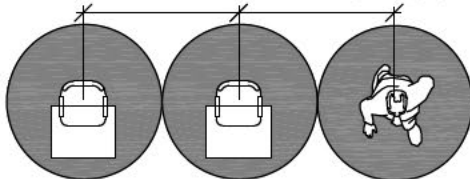
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 214 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

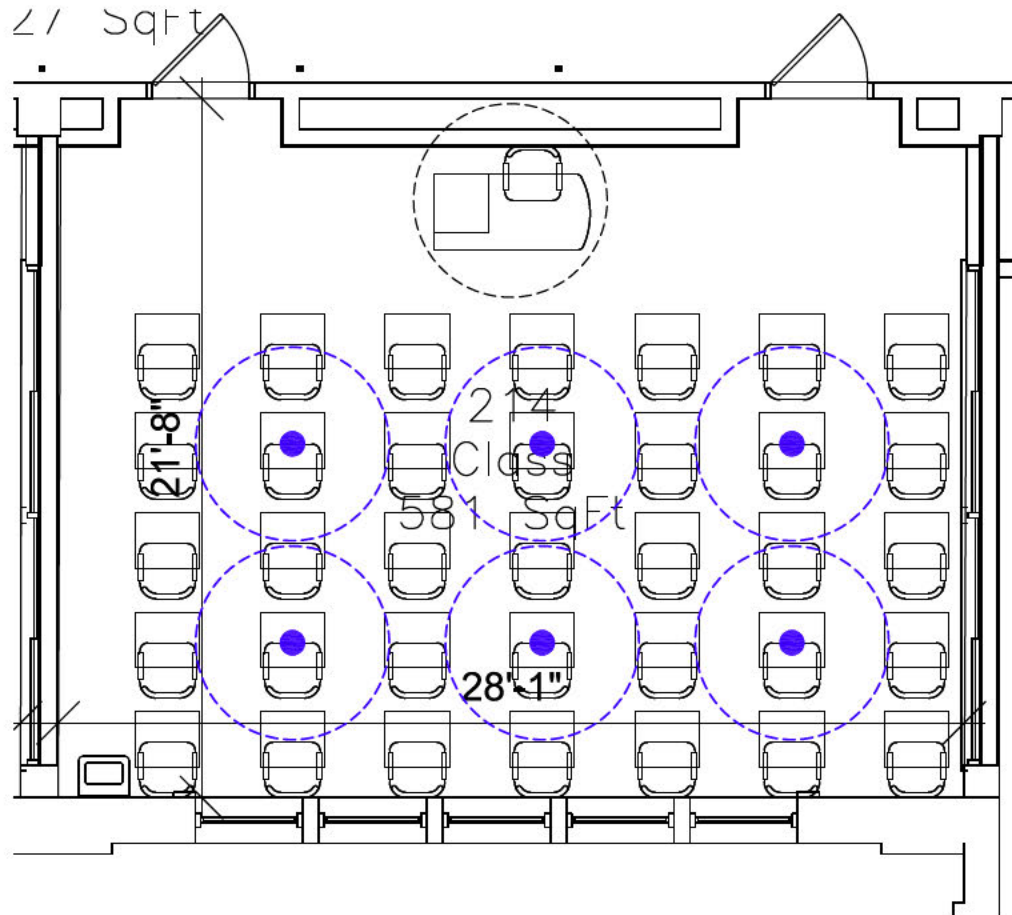
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

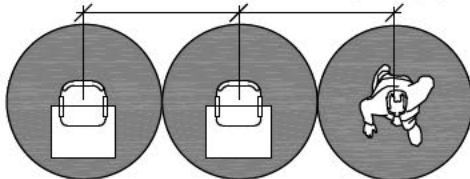
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

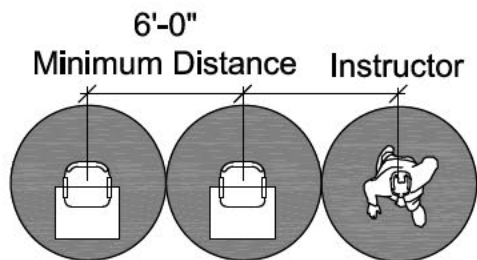
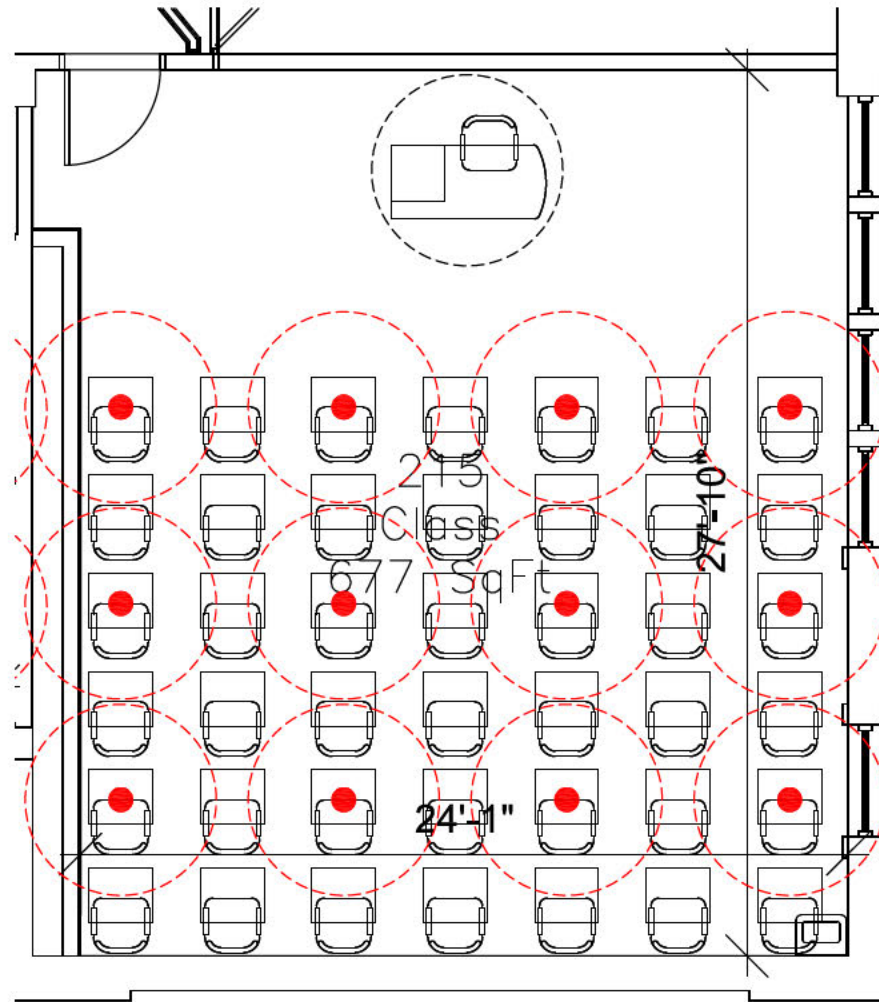
Central King Building - Room 214 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (42)

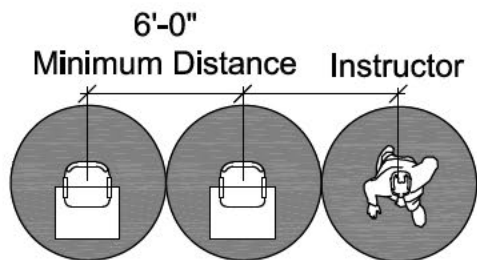
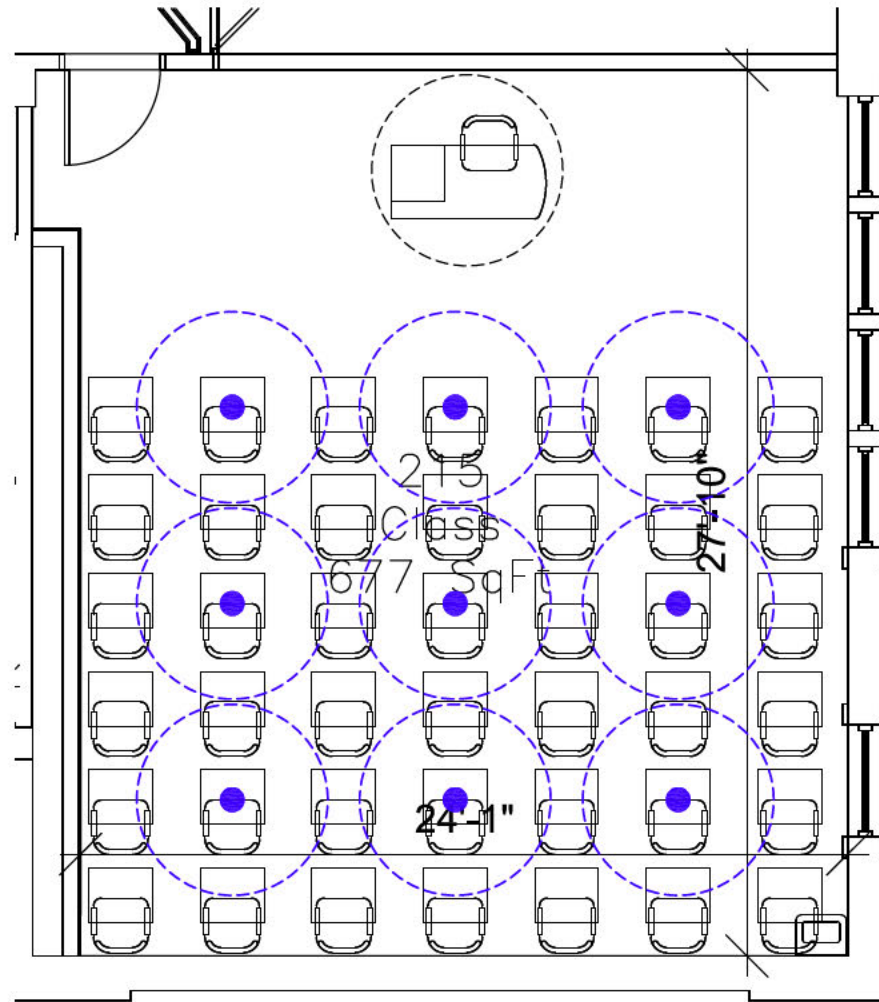


1 Central King Building - Room 215 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (42)



2 Central King Building - Room 215 - Class 2  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

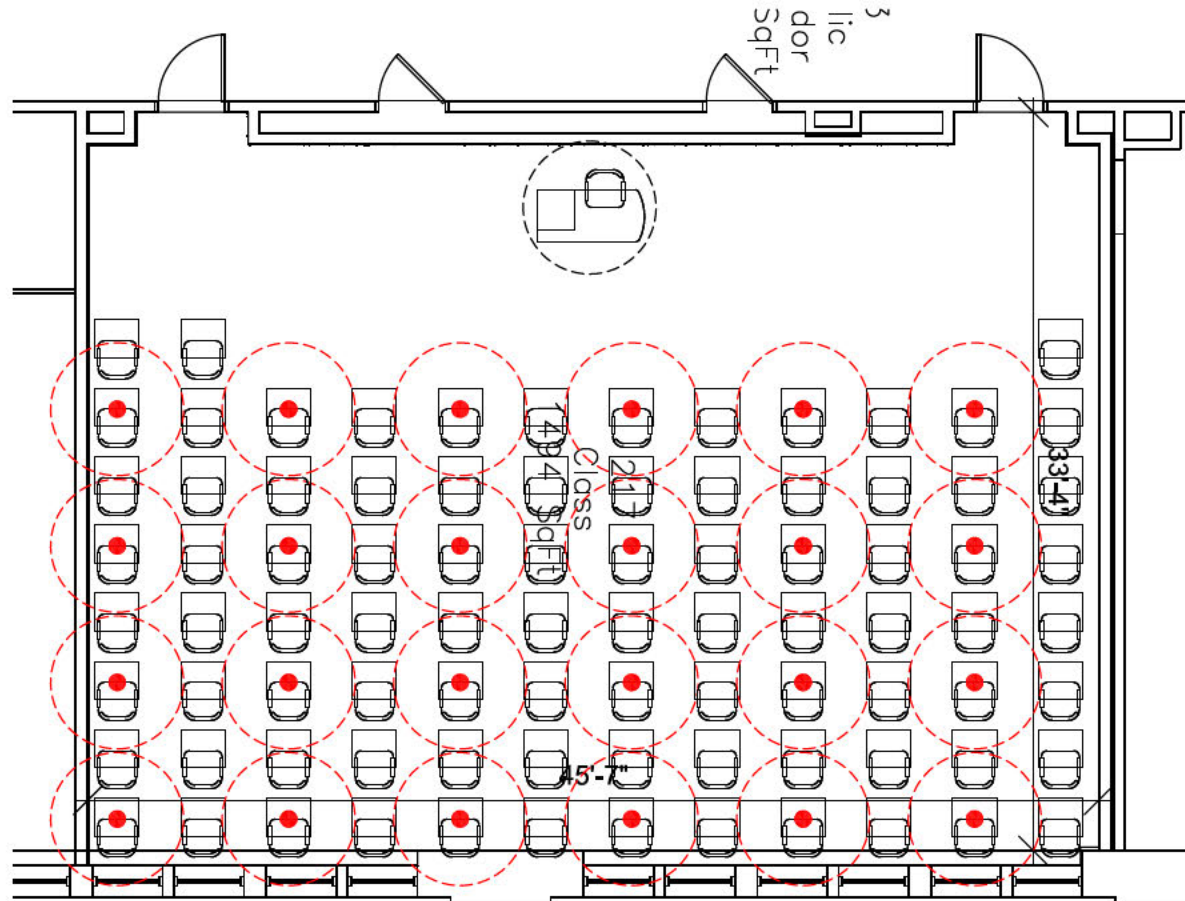
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

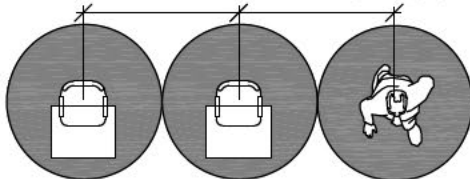
### Social Distance Space Requirements

Existing Room Desk Count (87)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 217 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

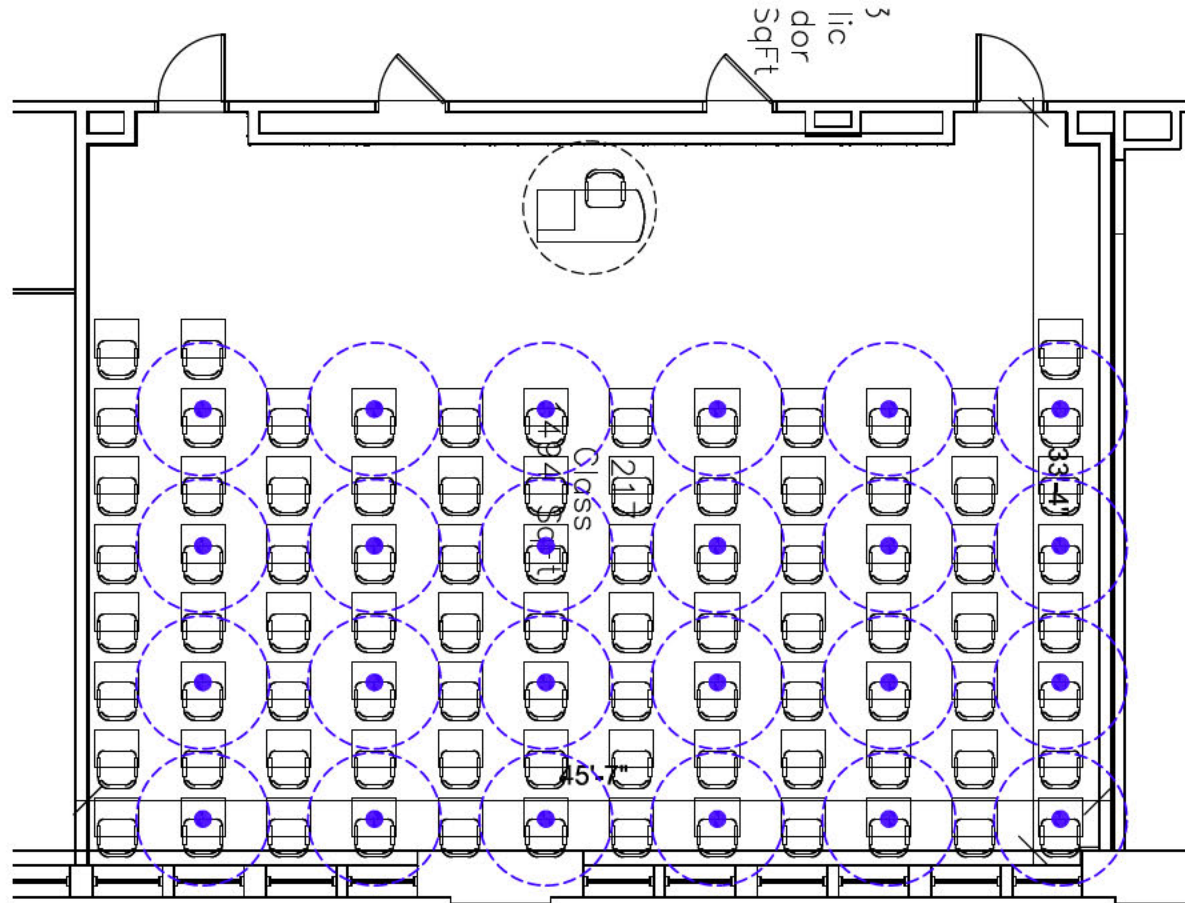
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

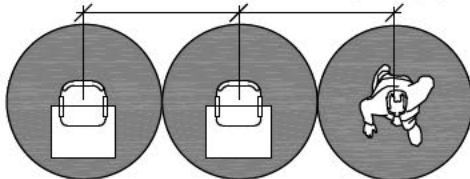
### Social Distance Space Requirements

Existing Room Desk Count (87)



6'-0"

Minimum Distance Instructor



2

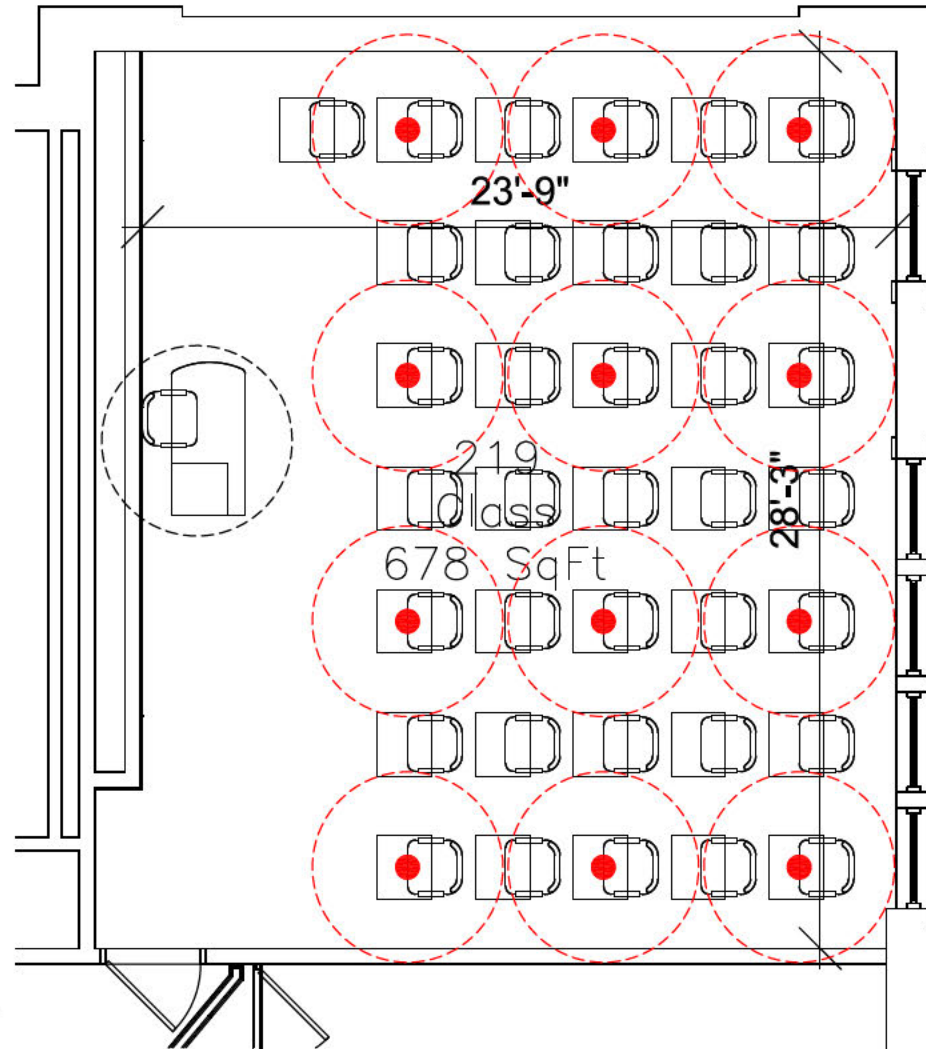
Central King Building - Room 217 - Class 2

SCALE: N.T.S

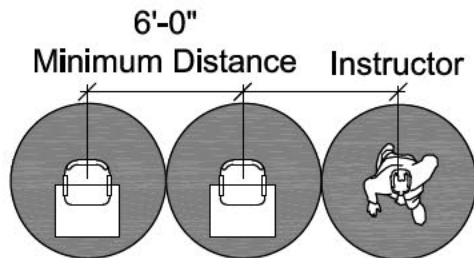
Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



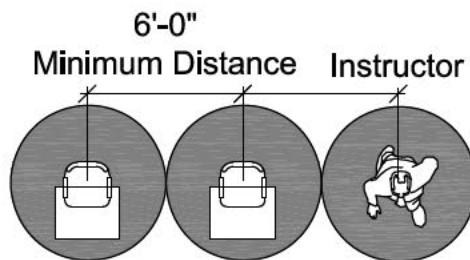
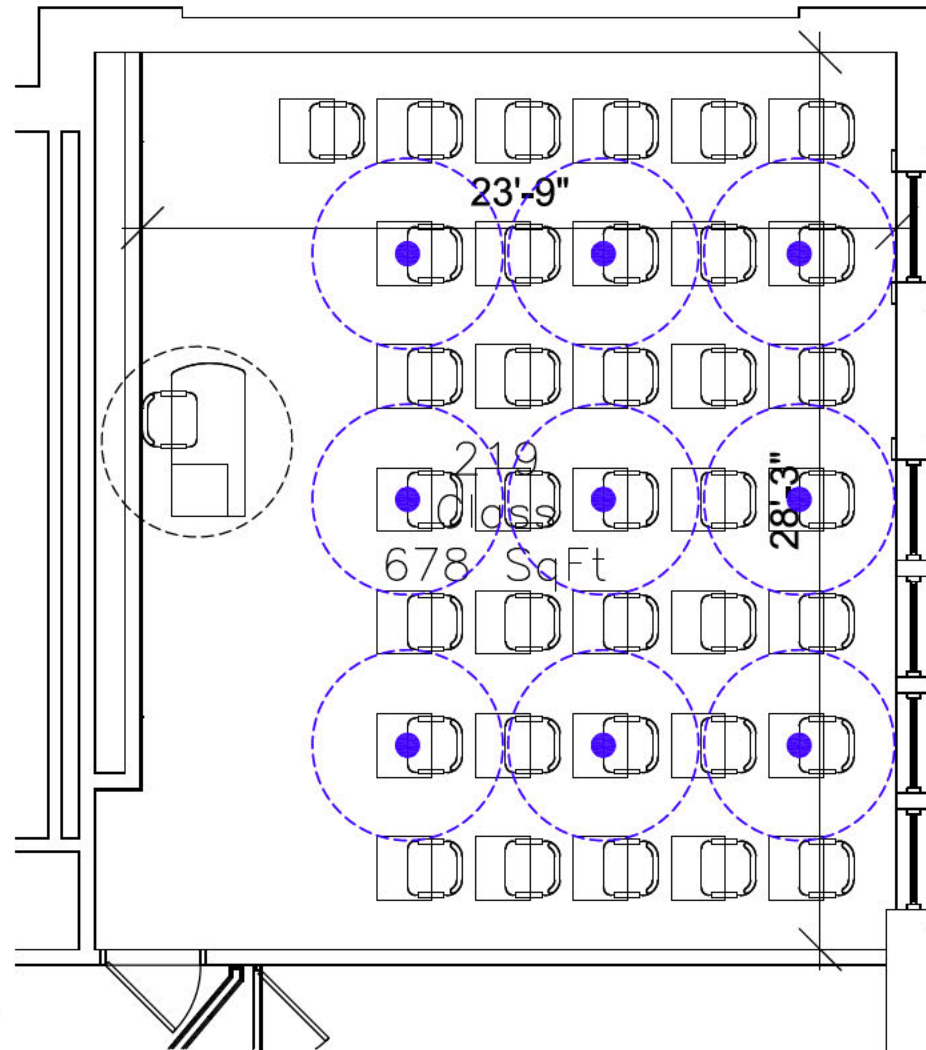
1 Central King Building - Room 219 - Class 1  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



2 Central King Building - Room 219 - Class 2  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

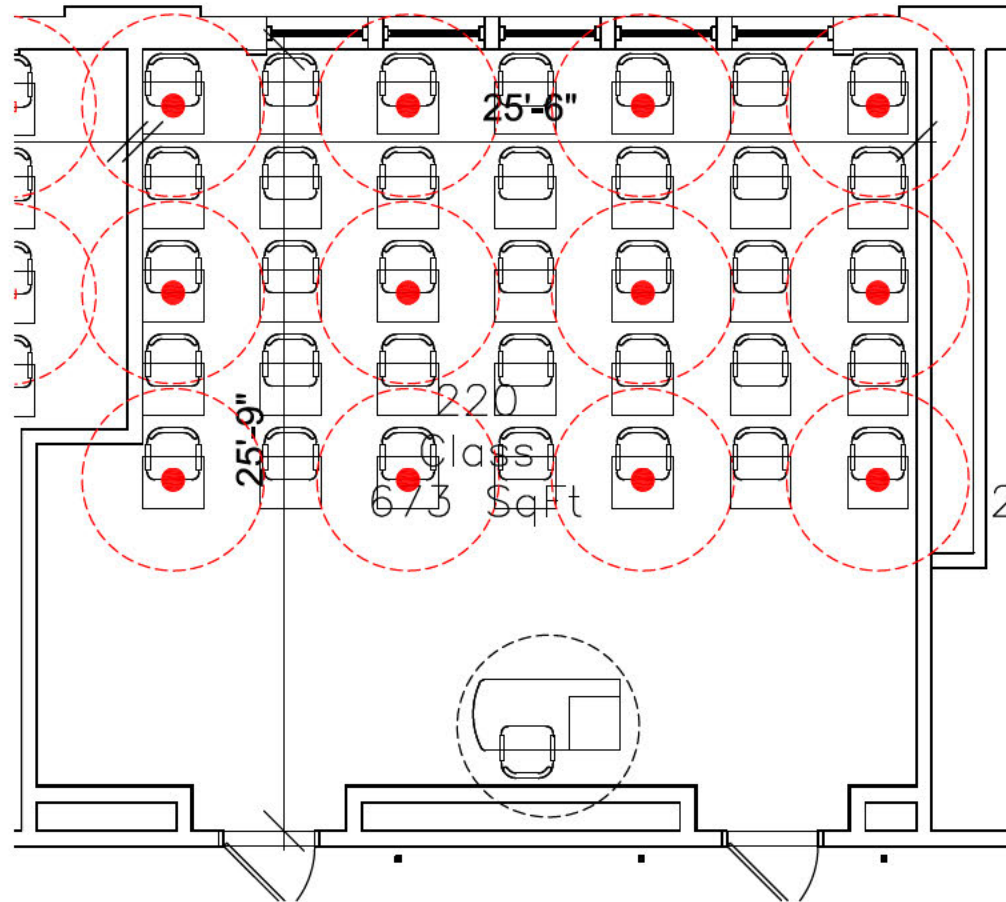
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

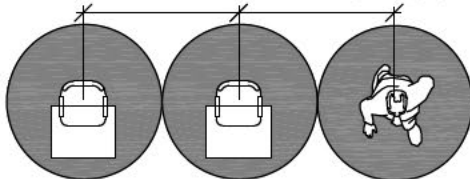
### Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 220 - Class 1

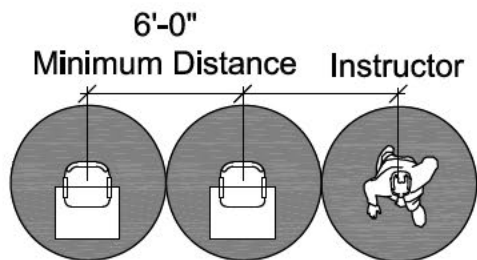
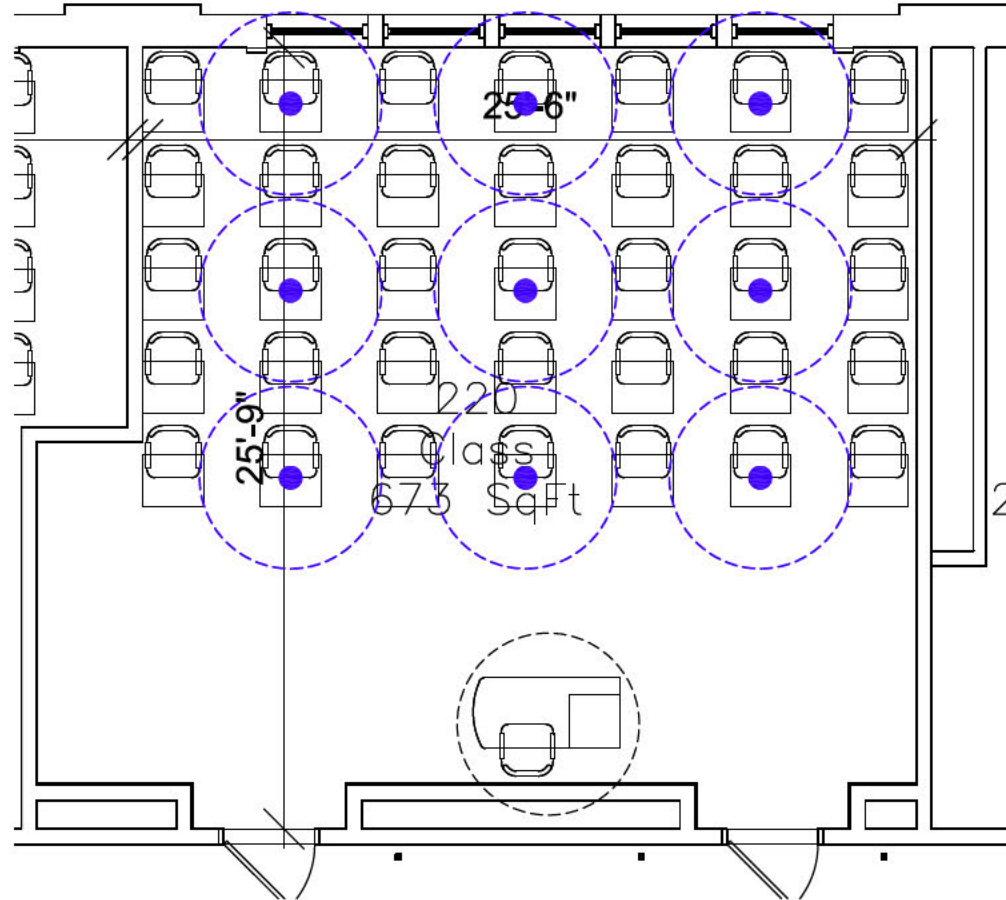
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (35)

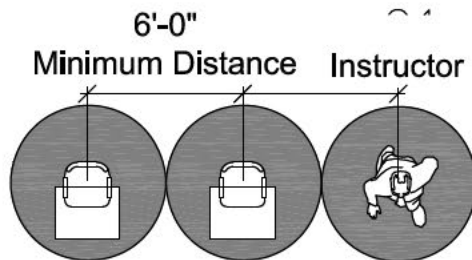
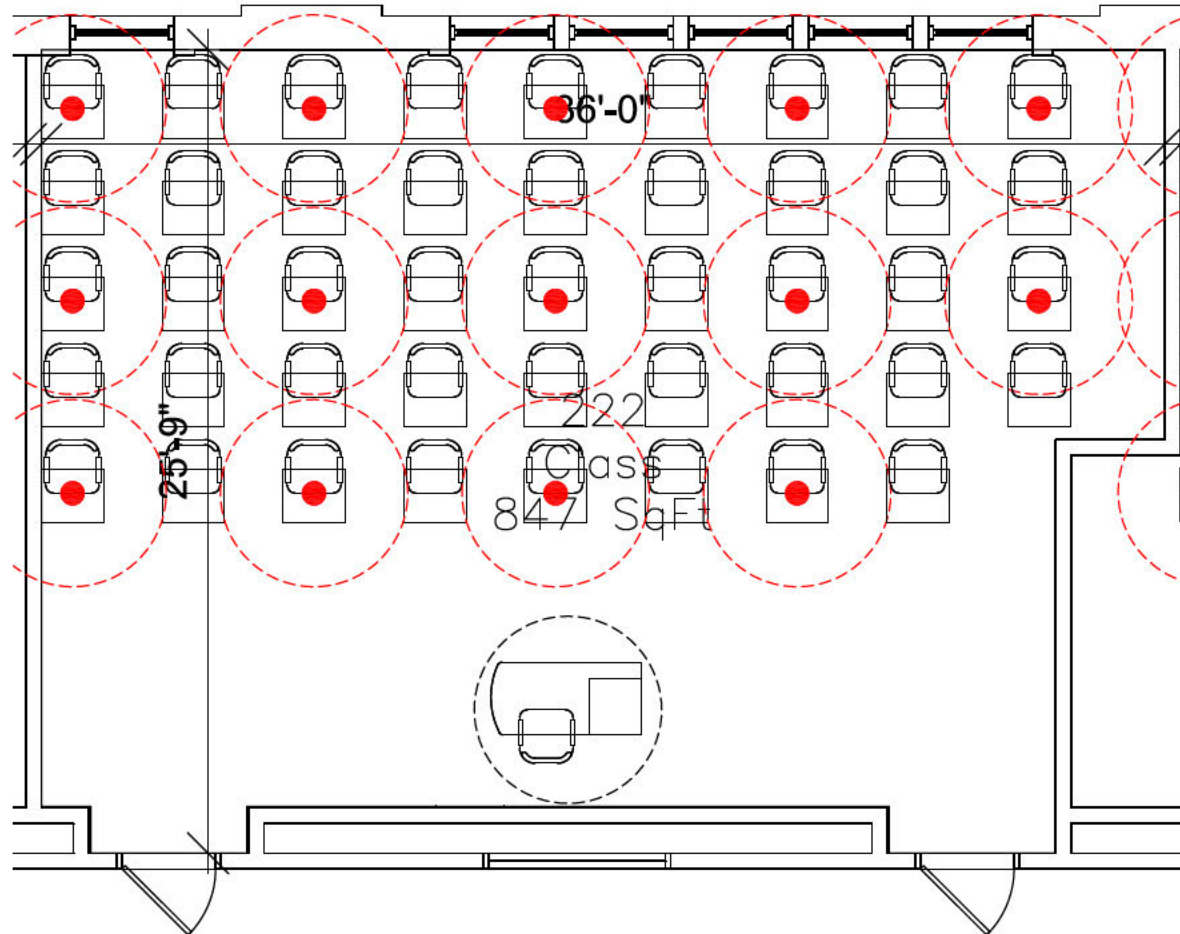


2 Central King Building - Room 220 - Class 2  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 14 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 26 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (44)



1 Central King Building - Room 222 - Class 1  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

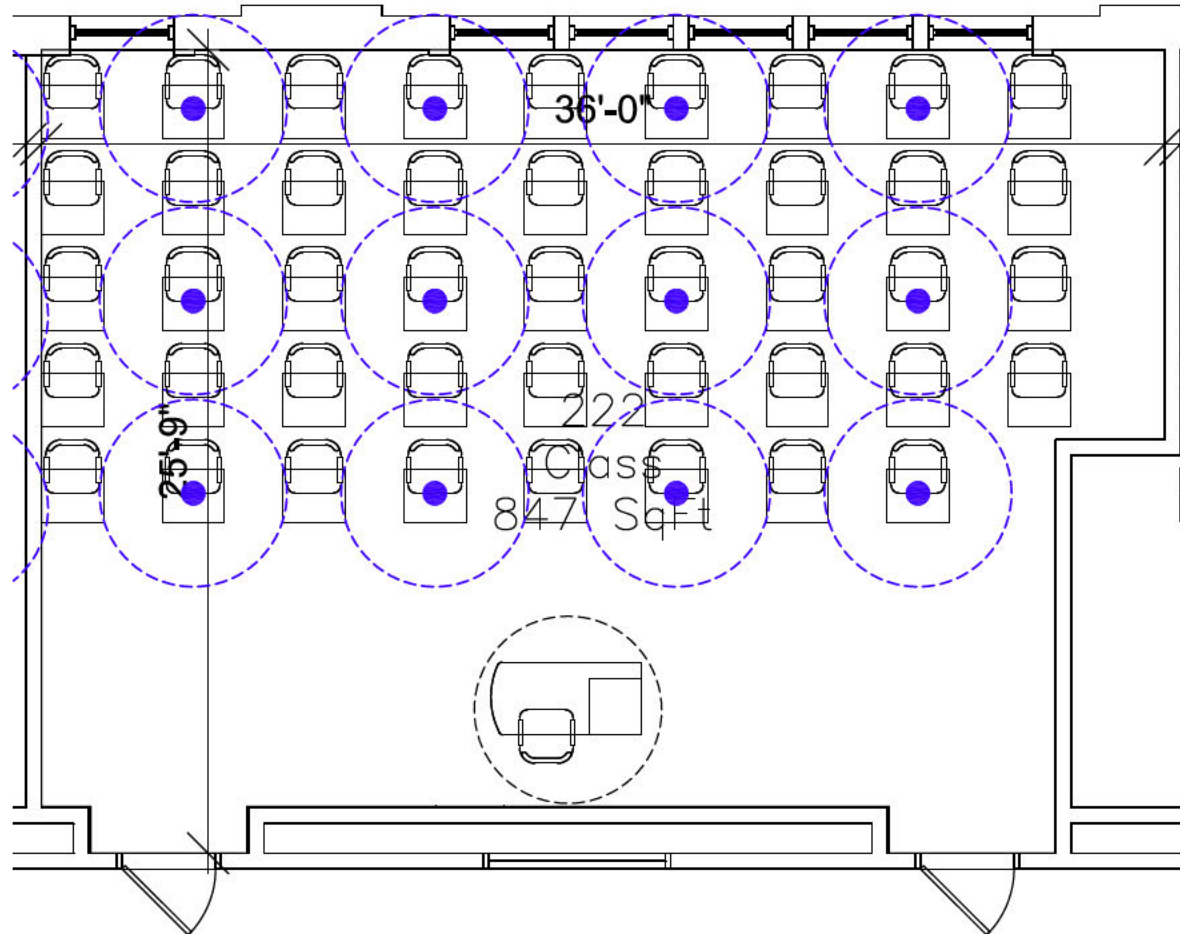
Class 1 - 14 Chairs ■

Class 2 - 12 Chairs ■

Total - 26 Safe Chairs

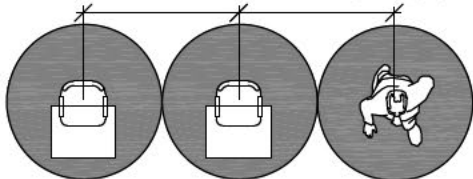
### Social Distance Space Requirements

Existing Room Desk Count (44)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 222 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

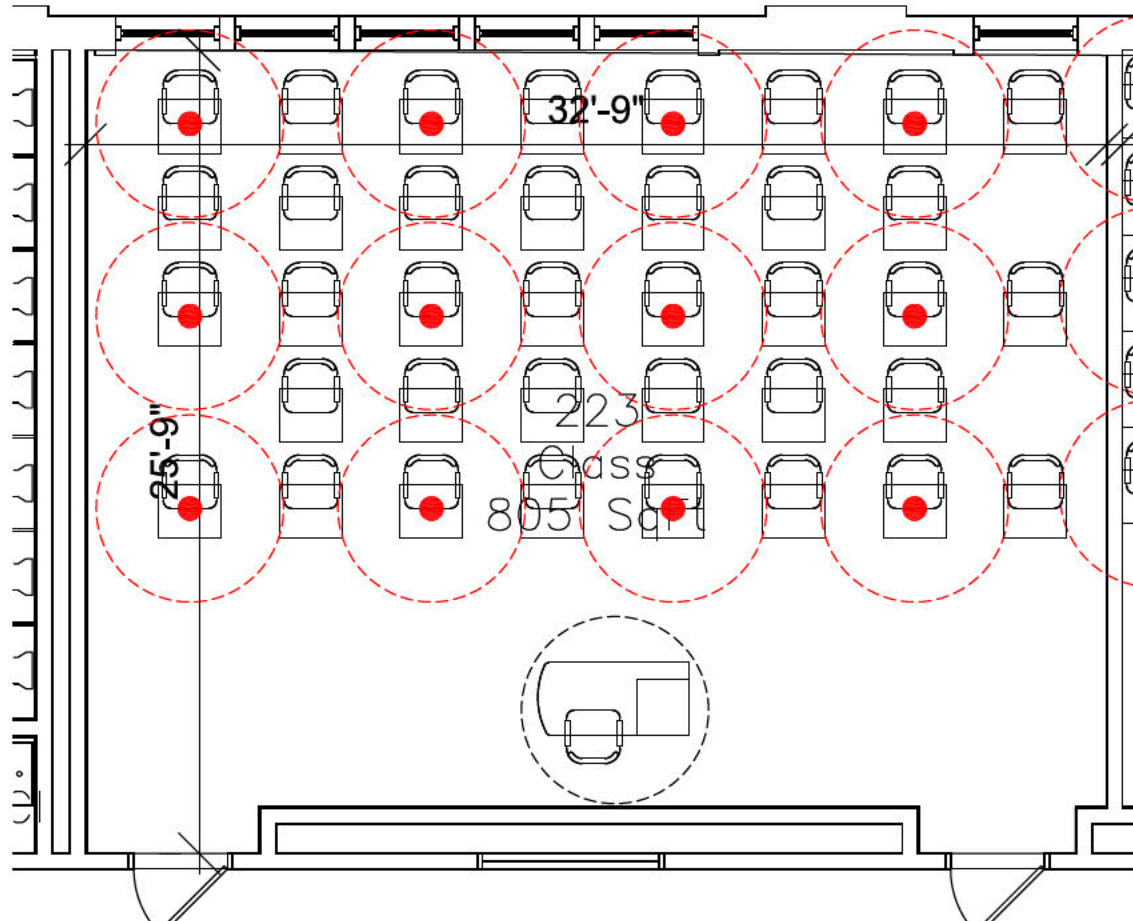
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

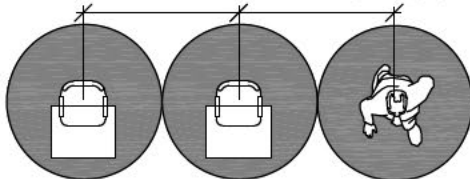
### Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 223 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

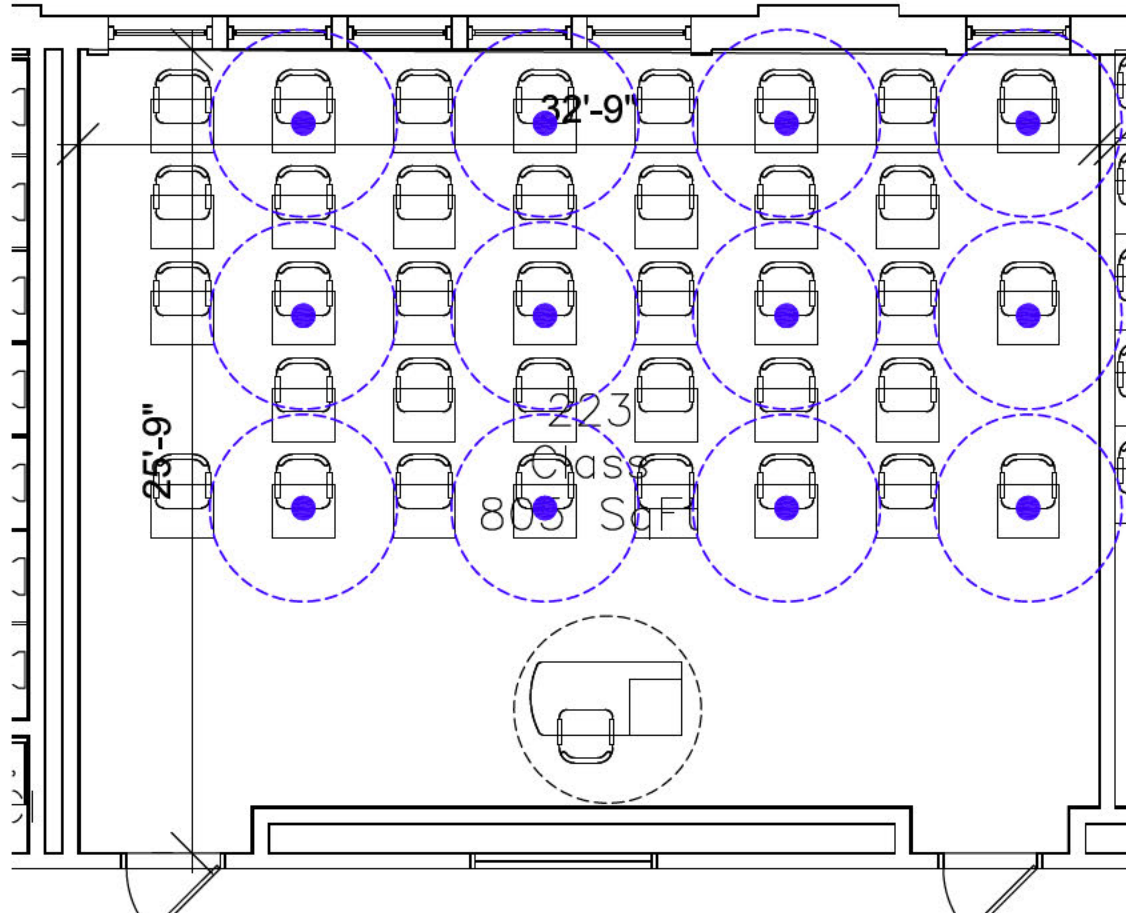
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

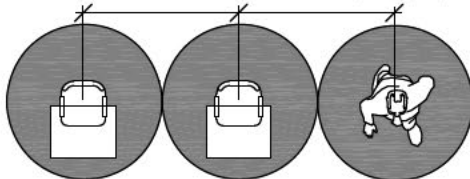
### Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



2

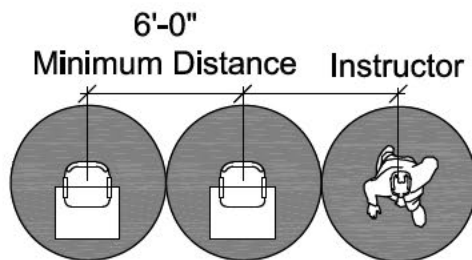
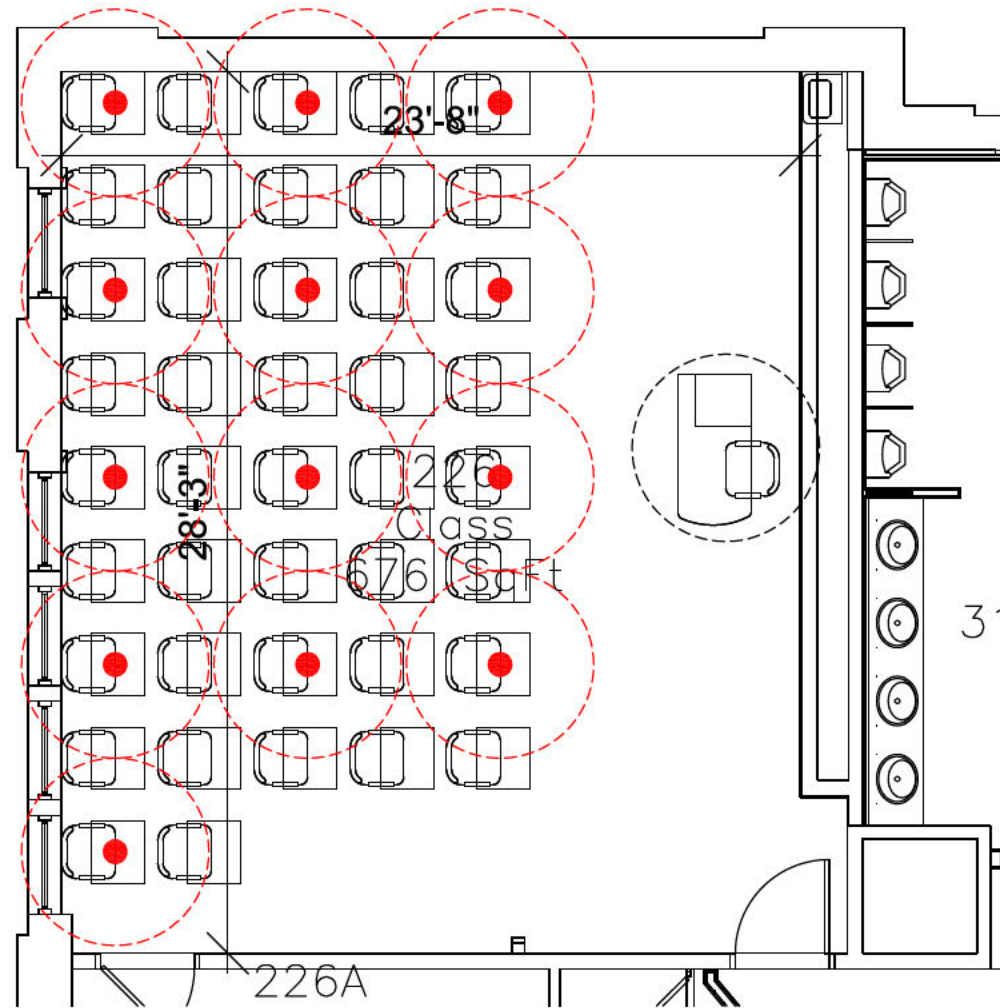
Central King Building - Room 223 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 13 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 25 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (42)

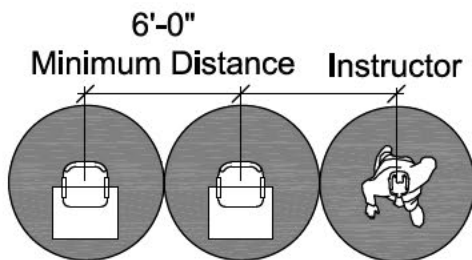
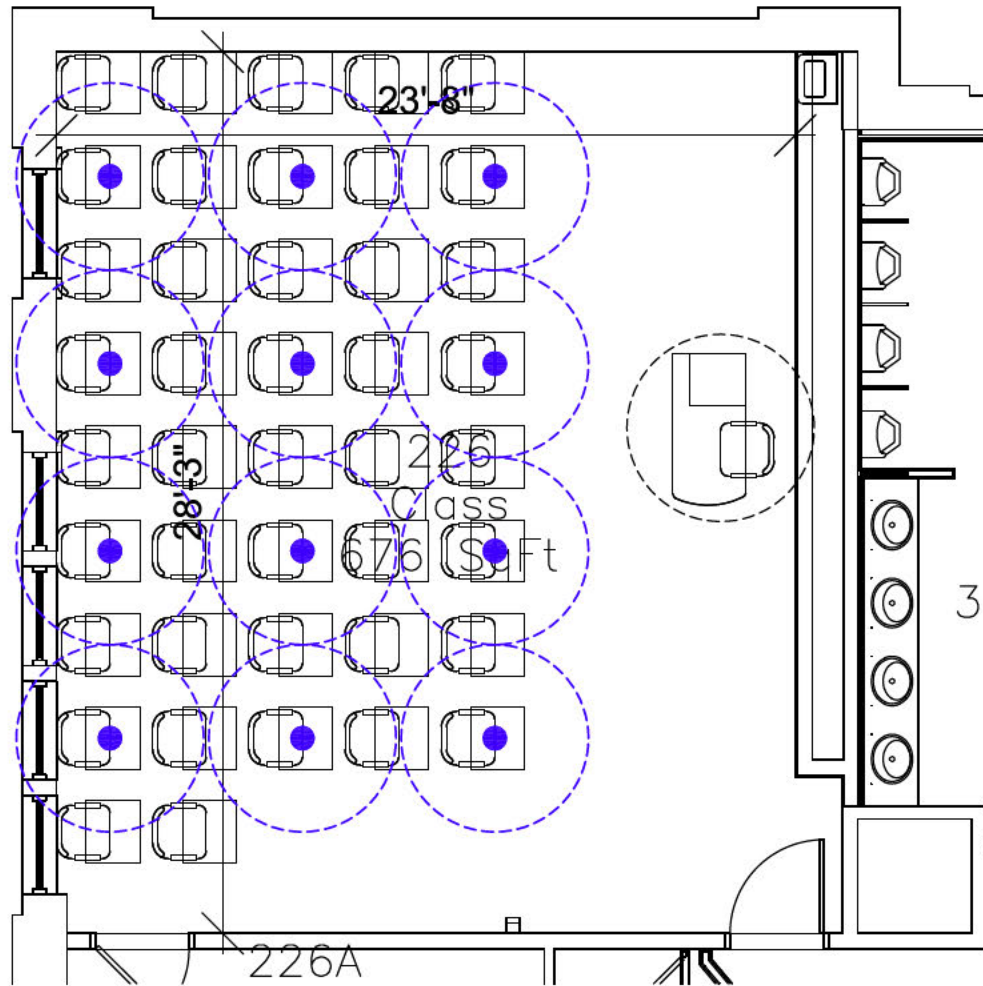


1 Central King Building - Room 226 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 13 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 25 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (42)



**2** Central King Building - Room 226 - Class 2  
 SCALE: N.T.S



Proposed Modified  
Desk Count per Class

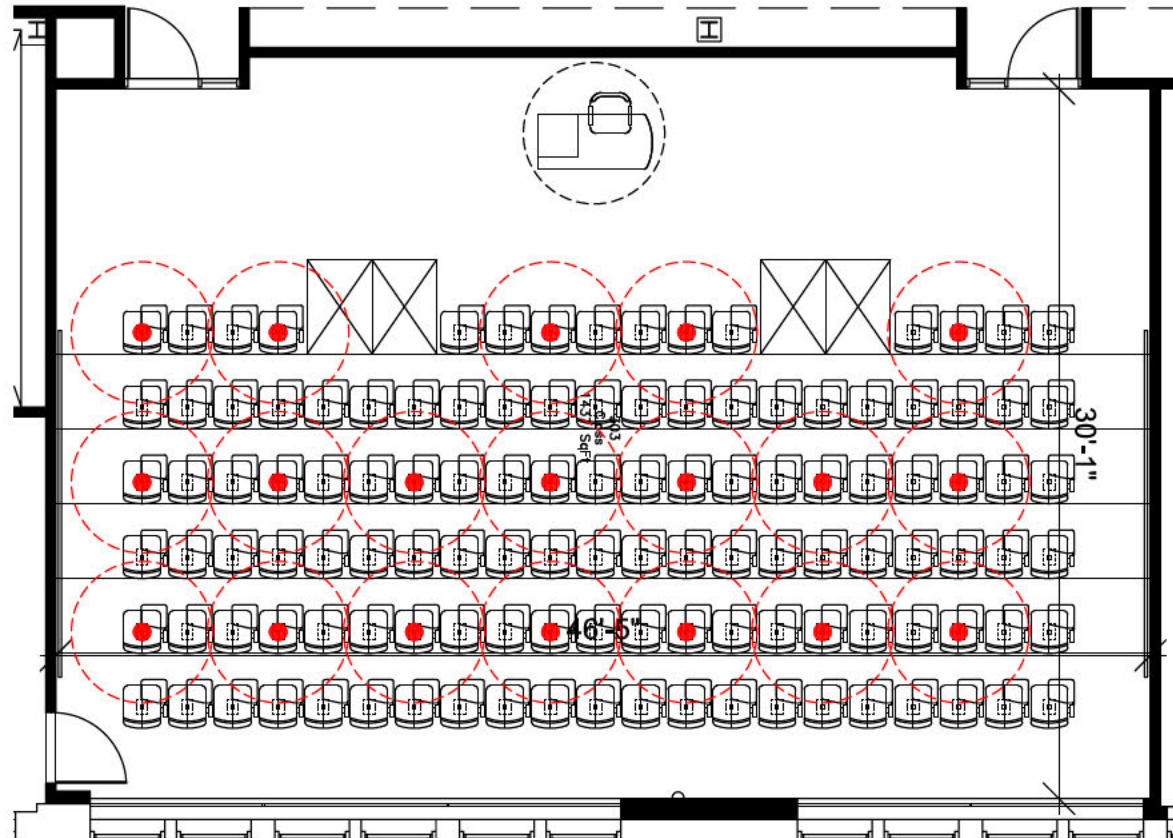
Class 1 - 19 Chairs ■

Class 2 - 19 Chairs ■

Total - 38 Safe Chairs

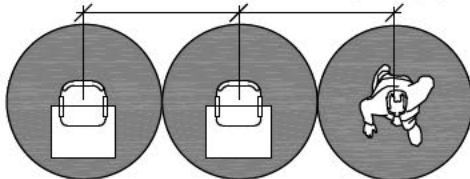
### Social Distance Space Requirements

Existing Room Desk Count (120)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 303 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

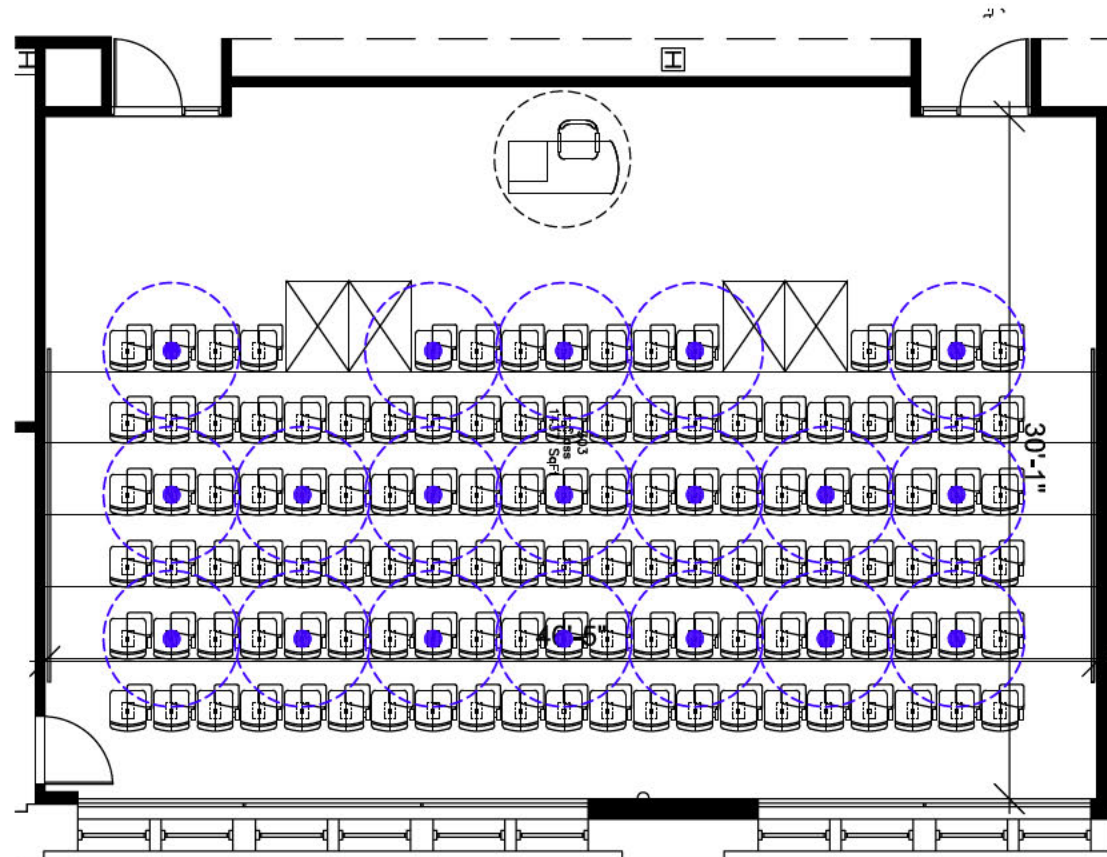
Class 1 - 19 Chairs ■

Class 2 - 19 Chairs ■

Total - 38 Safe Chairs

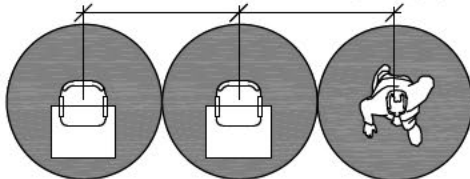
### Social Distance Space Requirements

Existing Room Desk Count (120)



6'-0"

Minimum Distance Instructor



2

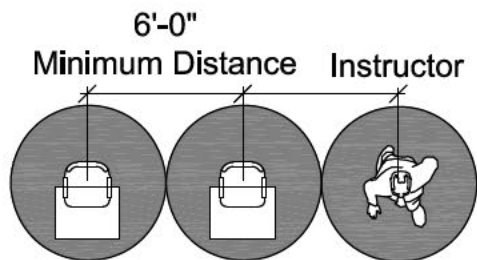
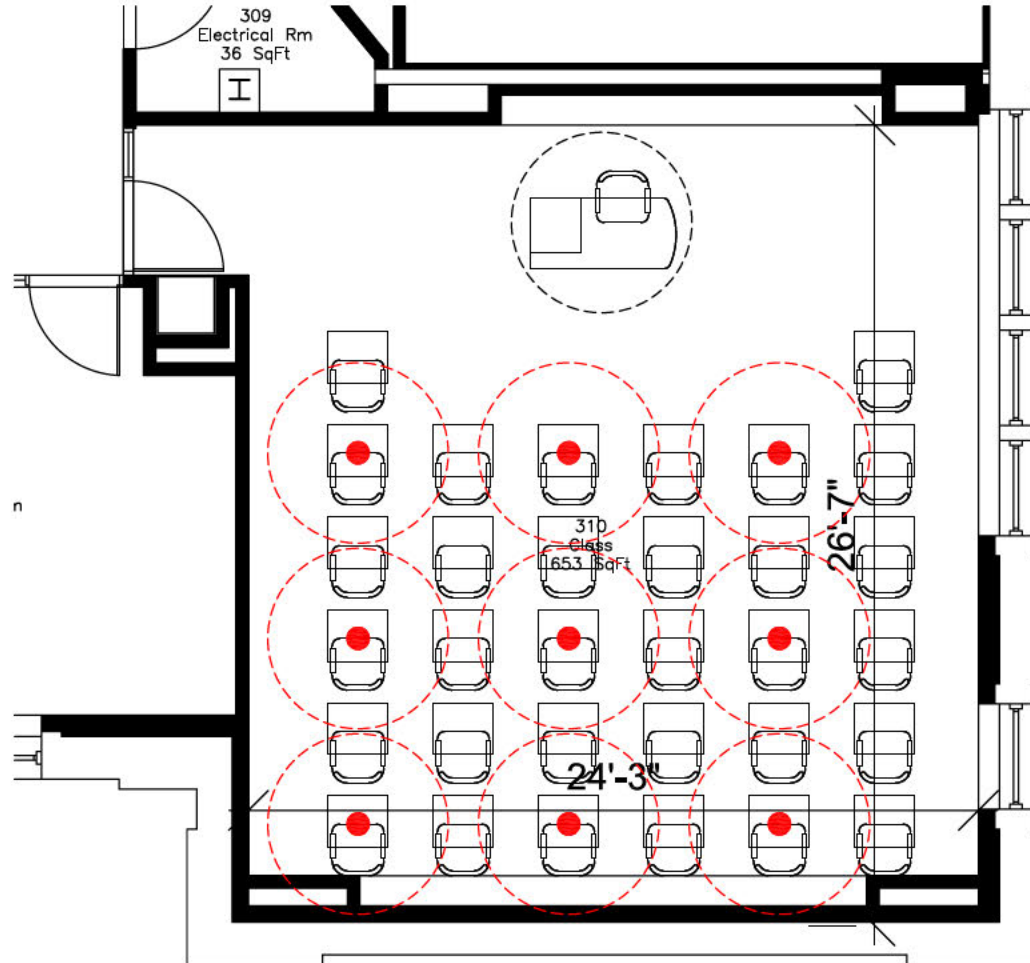
Central King Building - Room 303 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 9 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 18 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (32)



1 Central King Building - Room 310 - Class 1  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

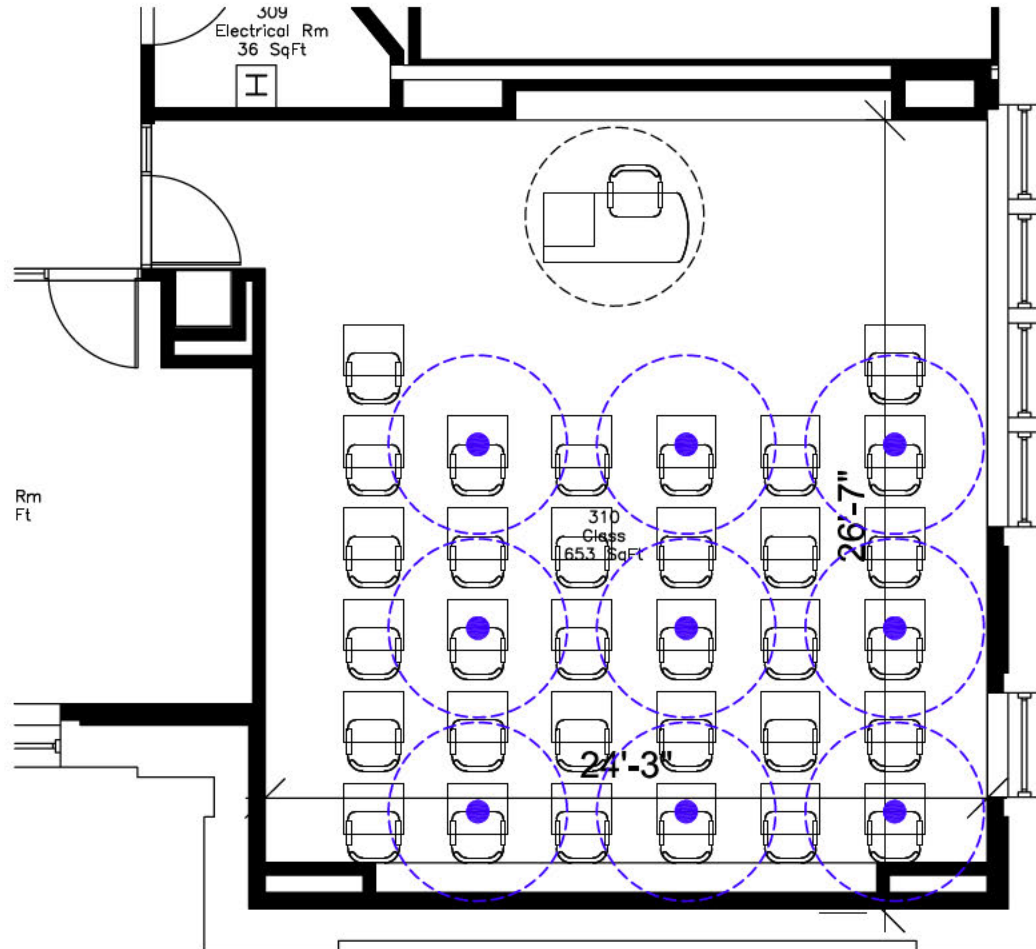
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

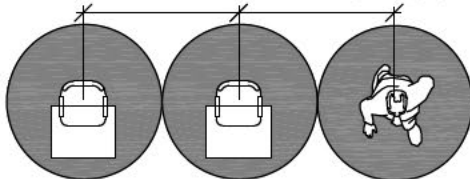
### Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 310 - Class 2

SCALE: N.T.S



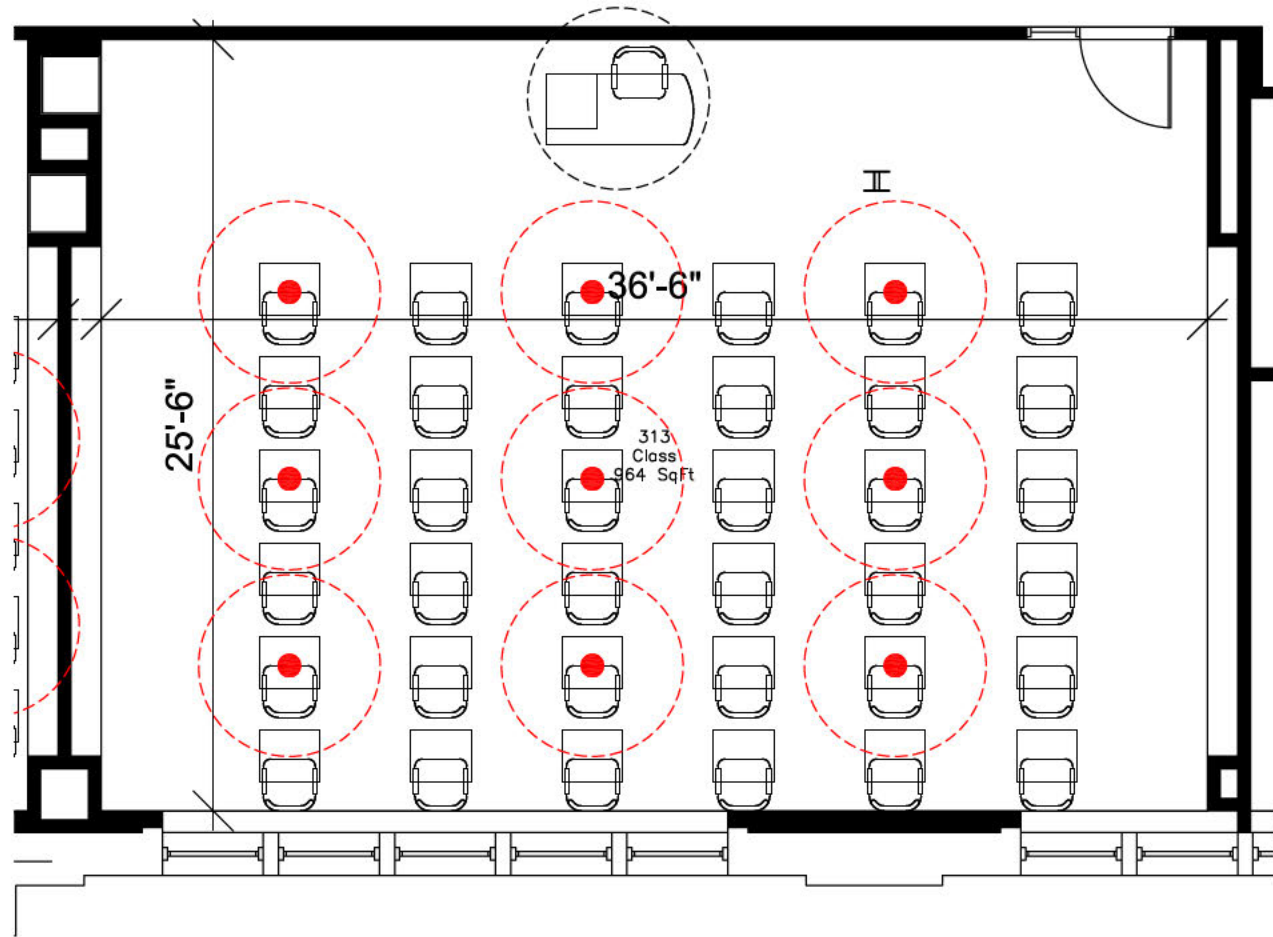
Proposed Modified  
Desk Count per Class

Class 1 - 9 Chairs ■  
Class 2 - 9 Chairs ■

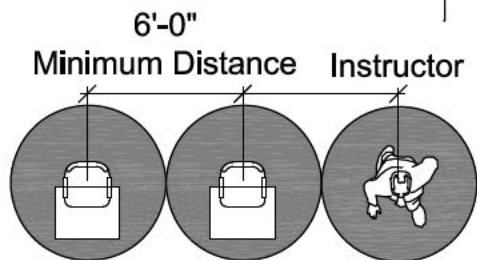
Total - 18 Safe Chairs

## Social Distance Space Requirements

Existing Room Desk Count (36)



1 Central King Building - Room 313 - Class 1  
SCALE: N.T.S





Proposed Modified  
Desk Count per Class

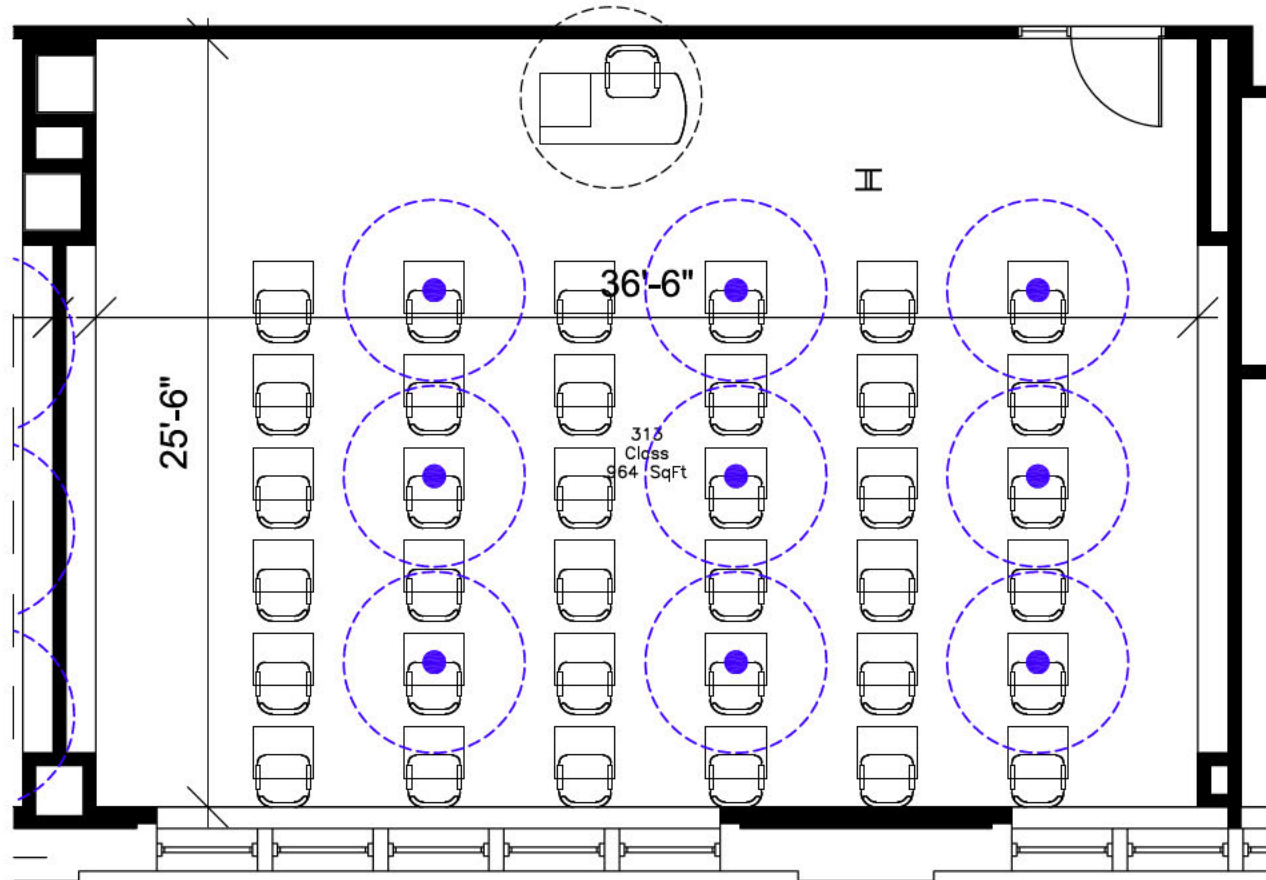
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

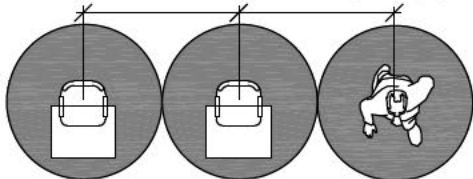
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 313 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

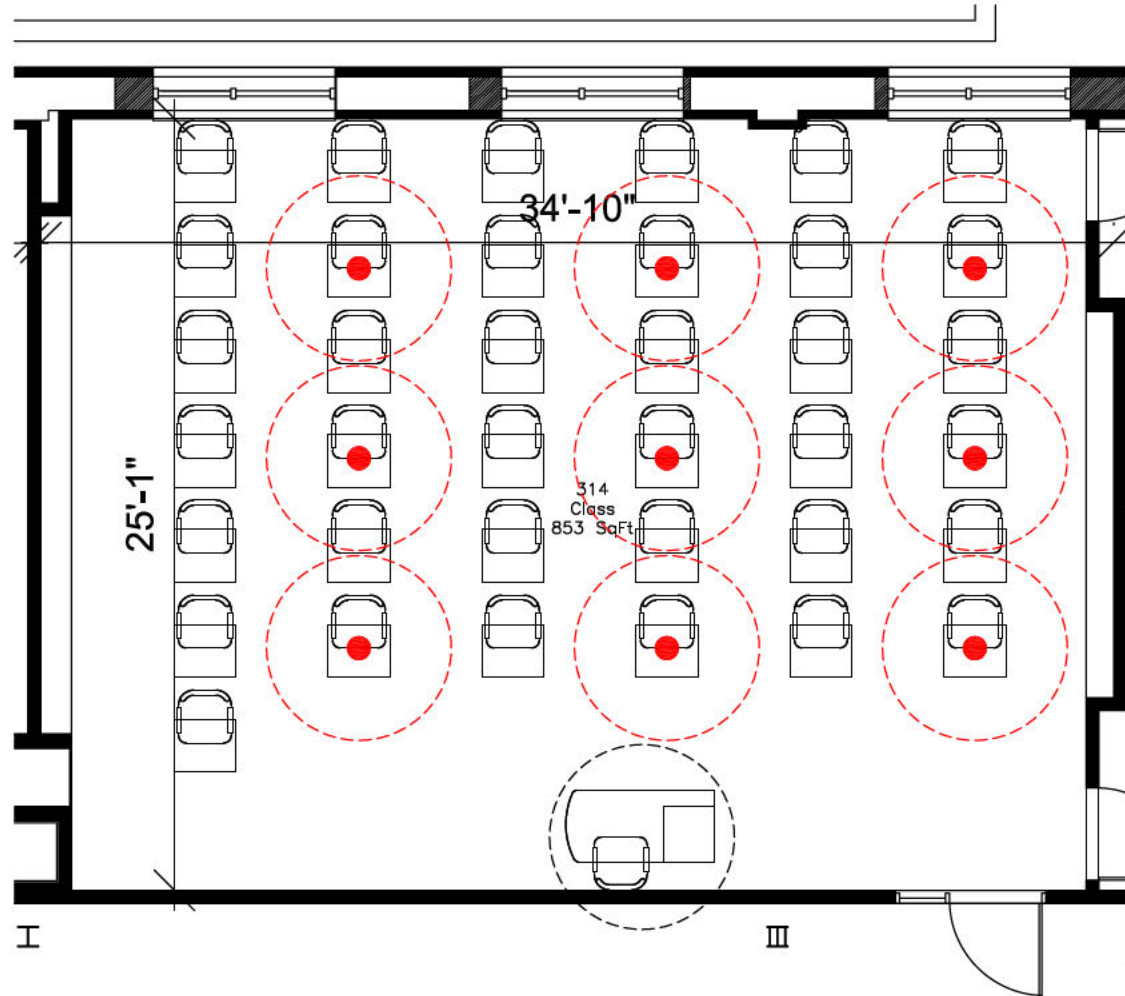
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

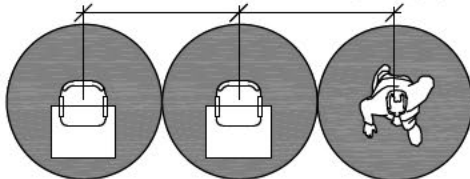
### Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 314 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

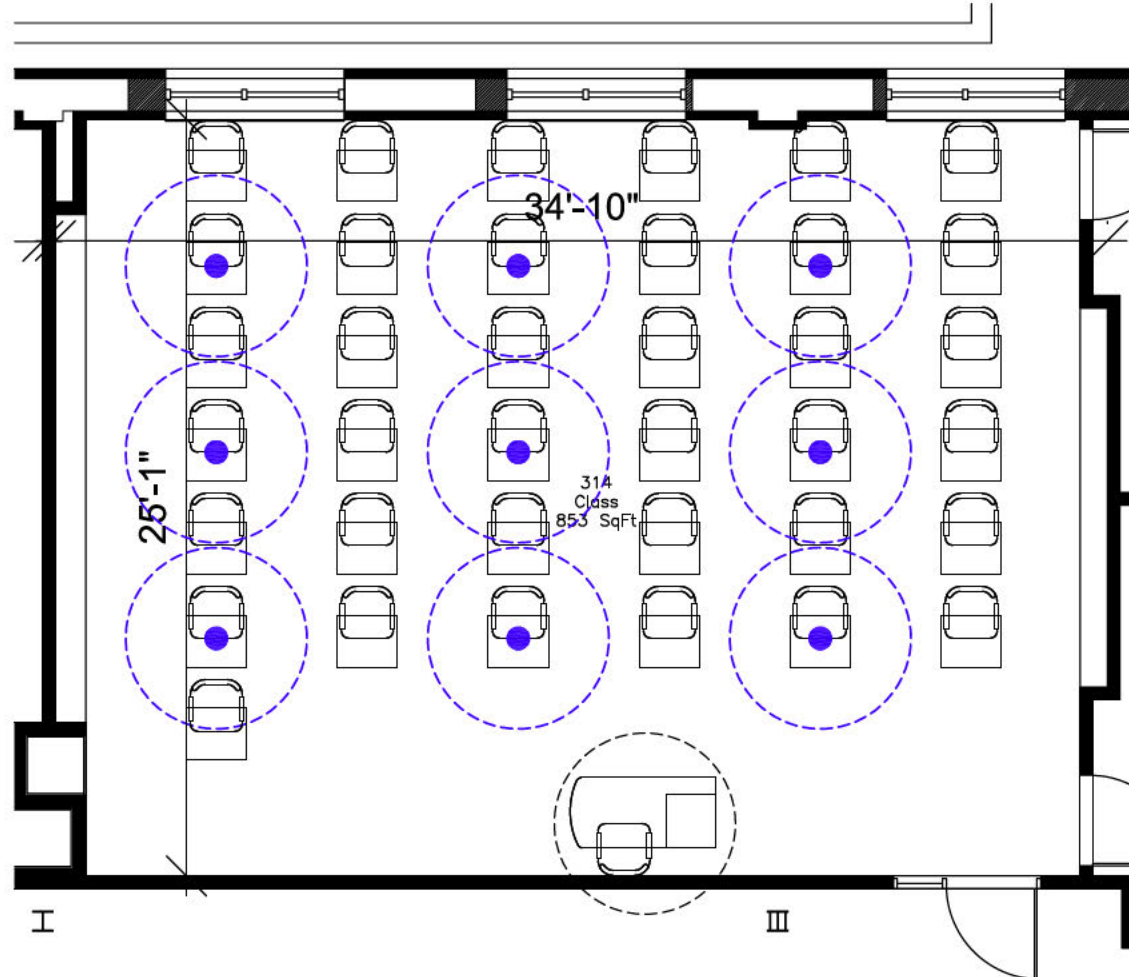
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

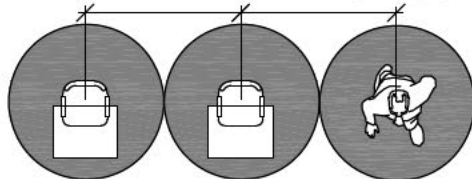
### Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 314 - Class 2

SCALE: N.T.S

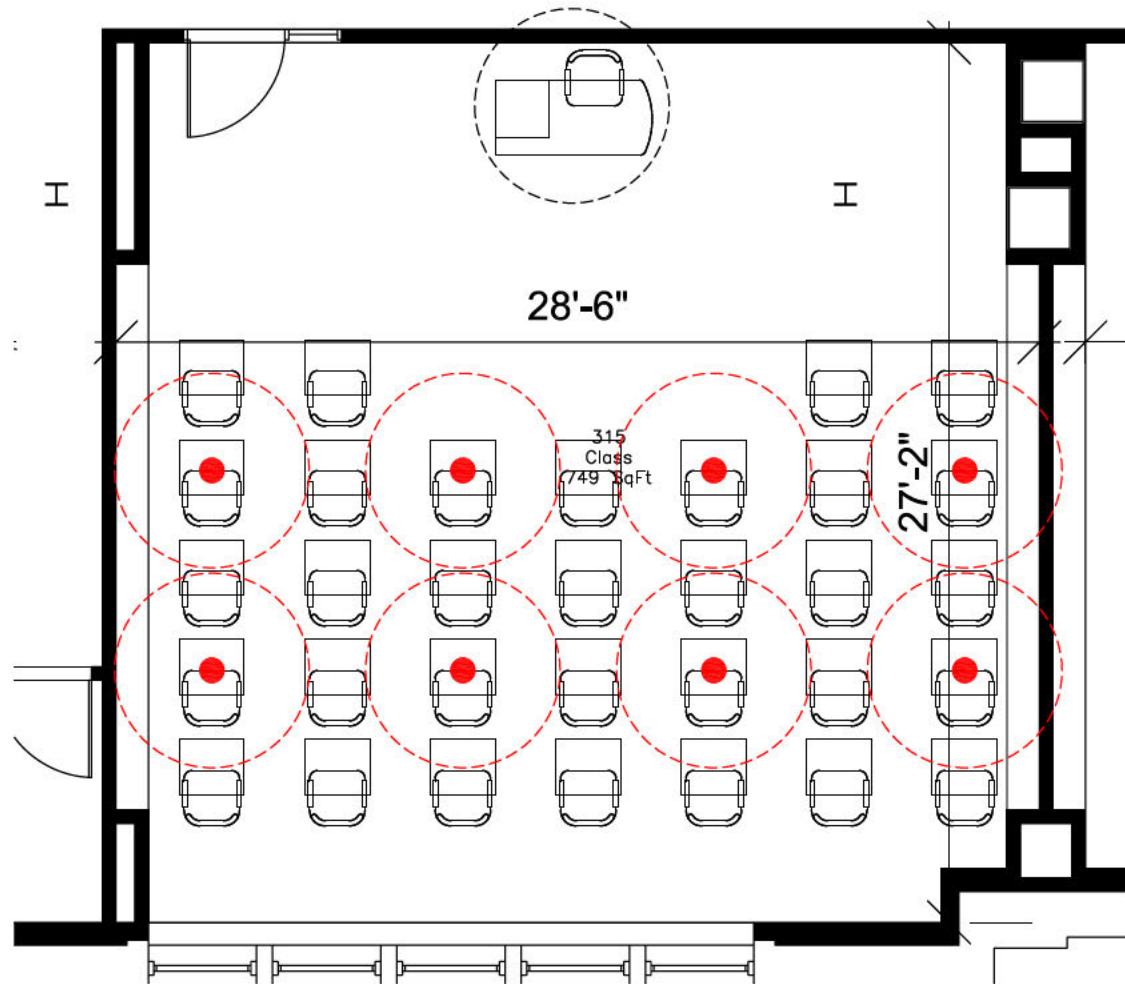
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 10 Chairs ■

Total - 18 Safe Chairs

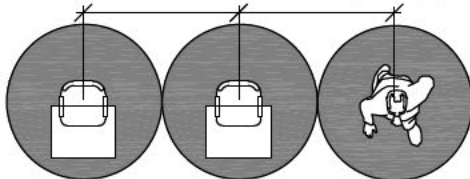
### Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 315 - Class 1

SCALE: N.T.S



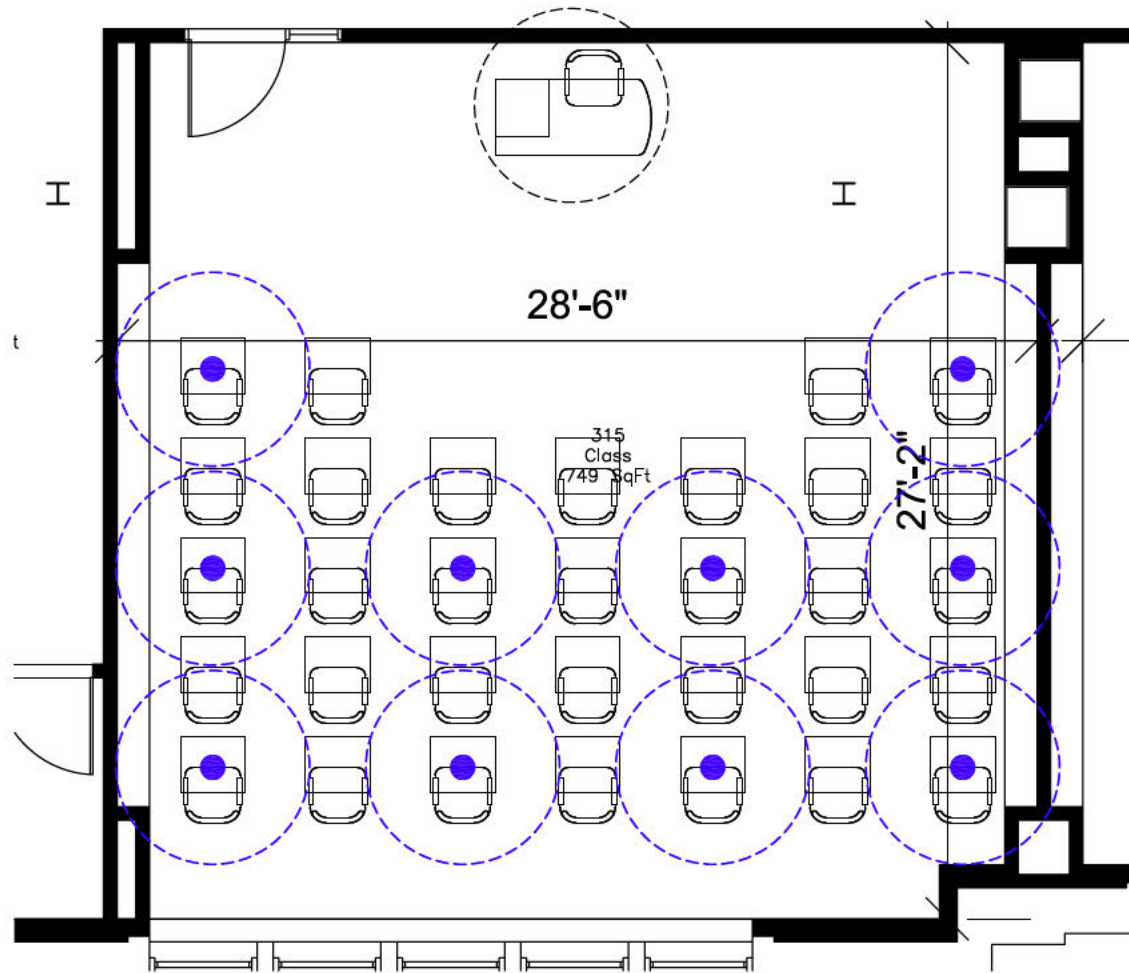
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 10 Chairs ■

Total - 18 Safe Chairs

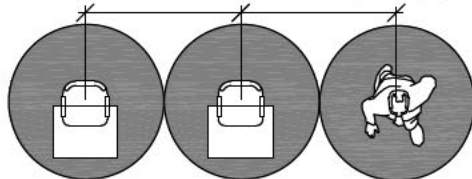
### Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



2

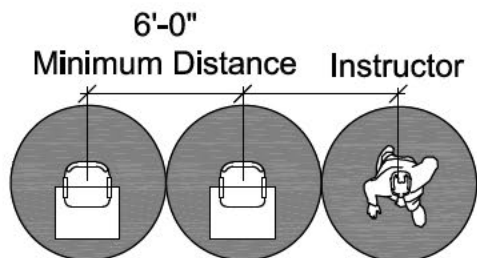
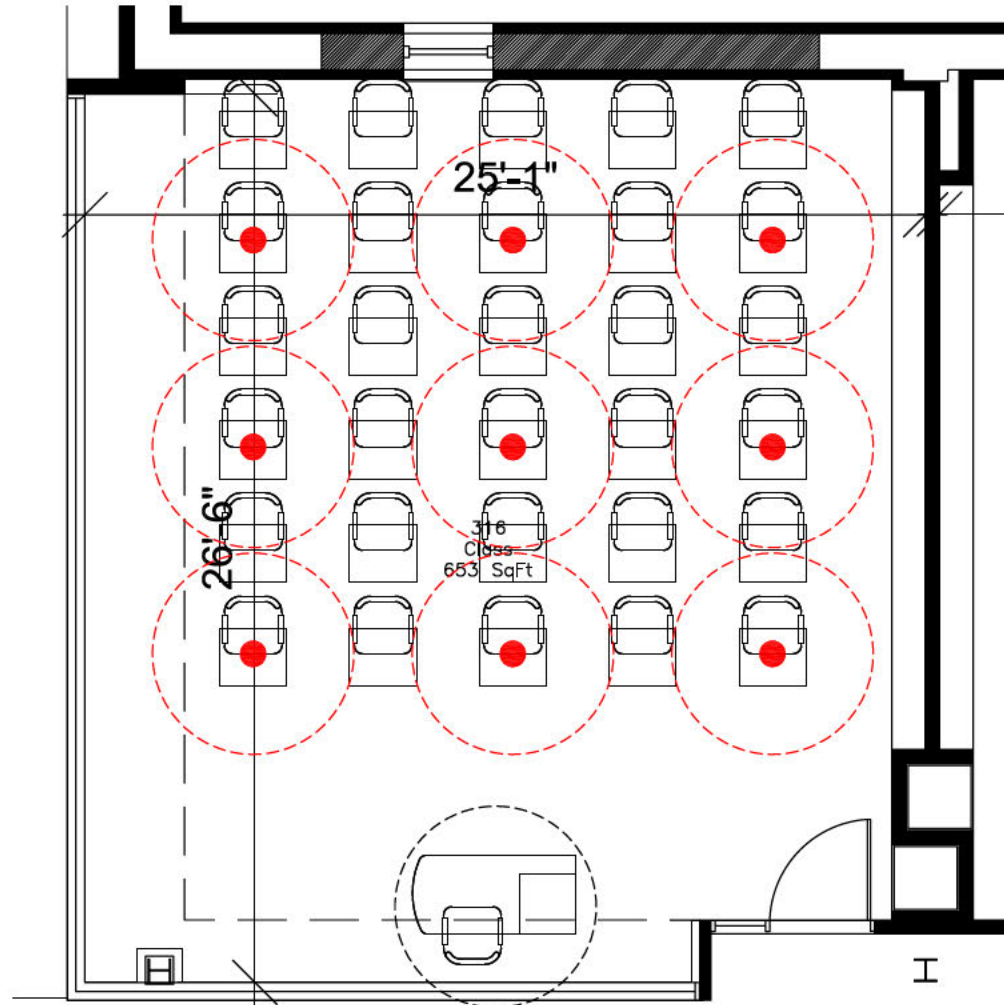
Central King Building - Room 315 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 9 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 18 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (30)



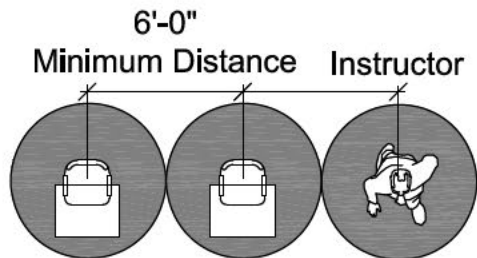
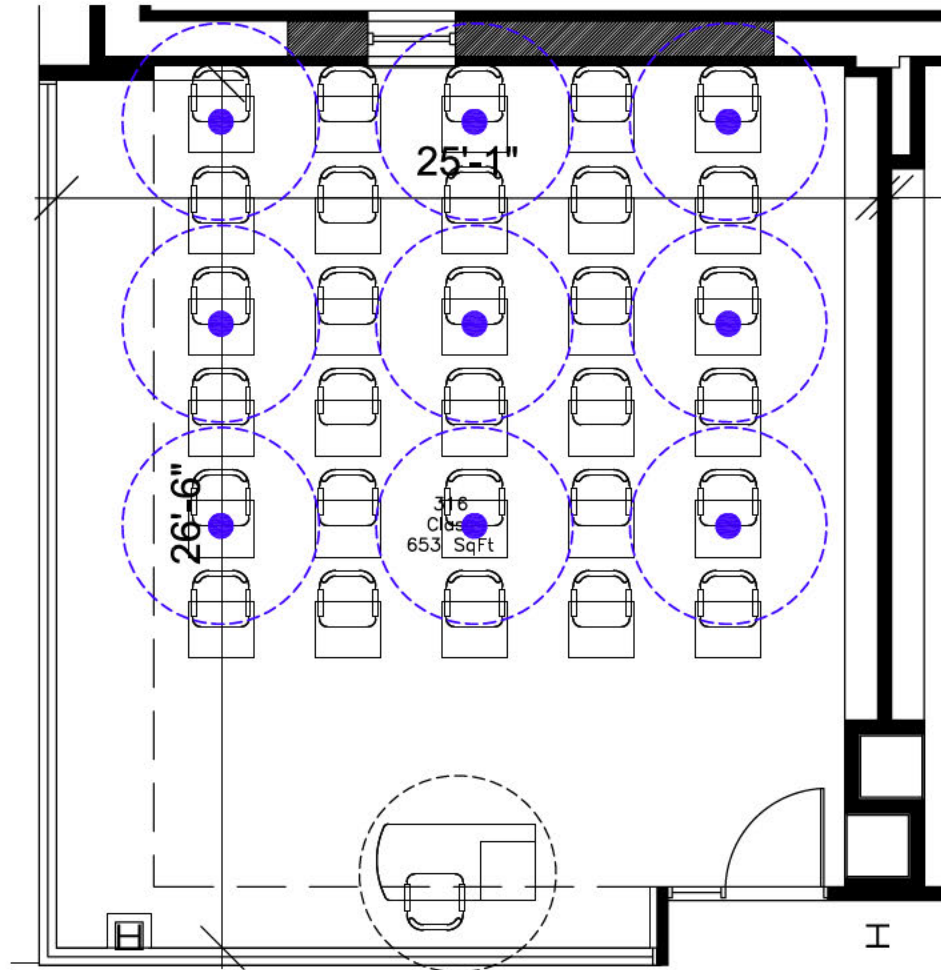
1 Central King Building - Room 316 - Class 1  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 9 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 18 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (30)



**2** Central King Building - Room 316 - Class 2  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

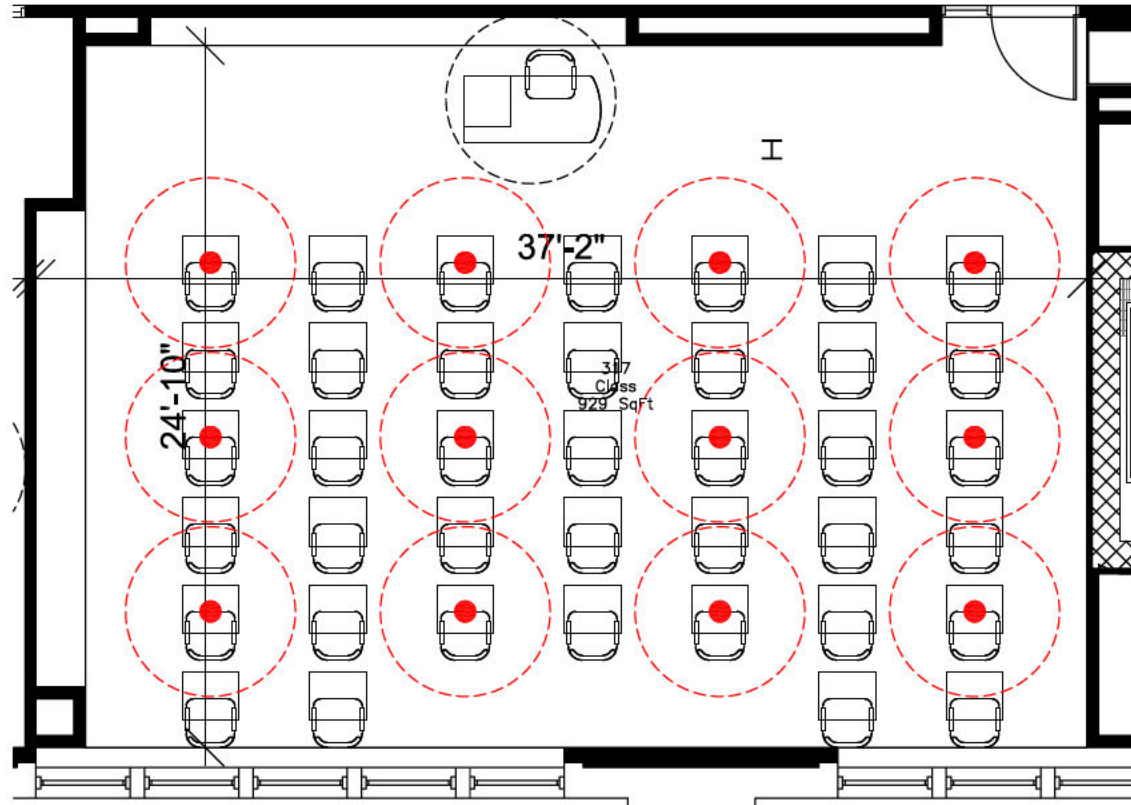
Class 1 - 12 Chairs ■

Class 2 - 10 Chairs ■

Total - 22 Safe Chairs

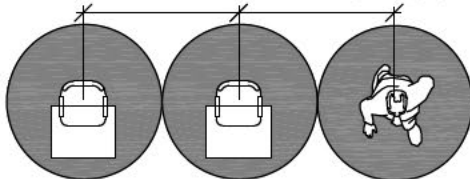
### Social Distance Space Requirements

Existing Room Desk Count (39)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 317 - Class 1

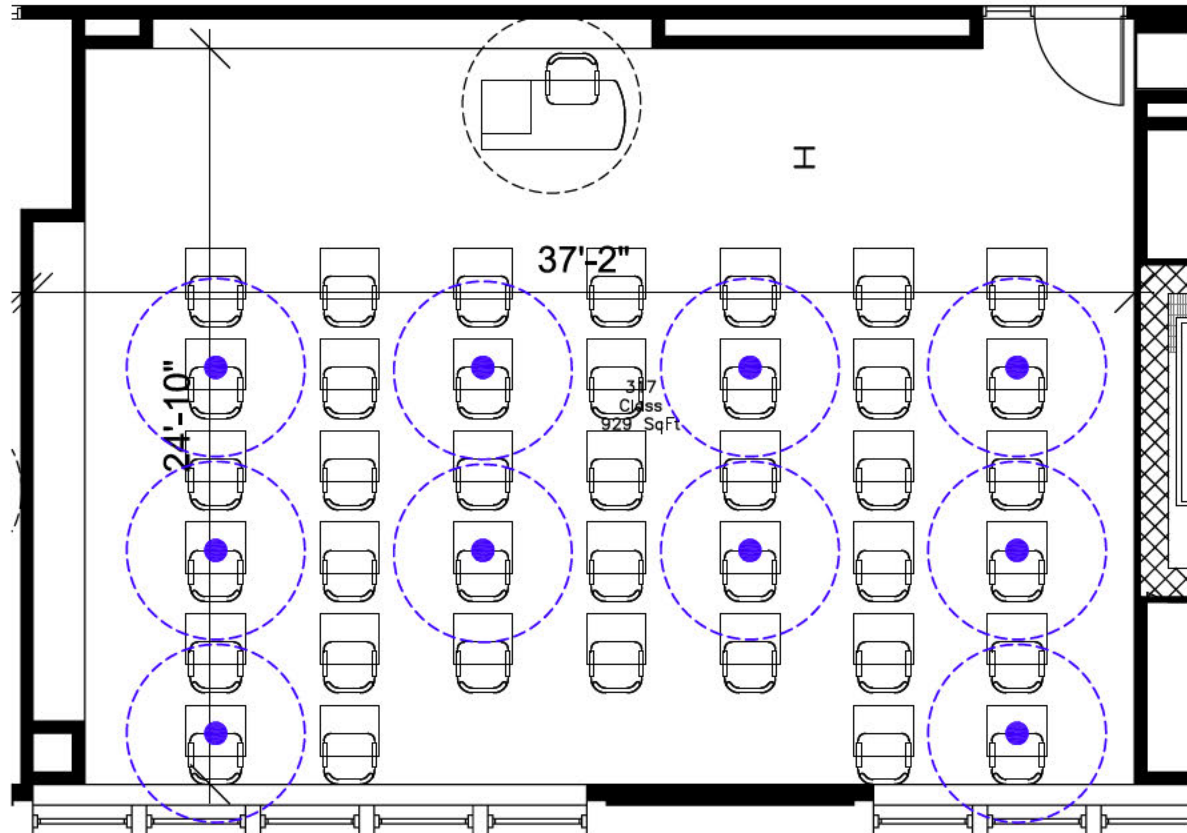
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 10 Chairs ■  
 Total - 22 Safe Chairs

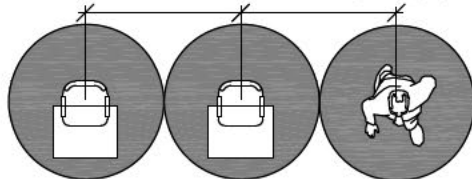
### Social Distance Space Requirements

Existing Room Desk Count (39)



6'-0"

Minimum Distance Instructor



2

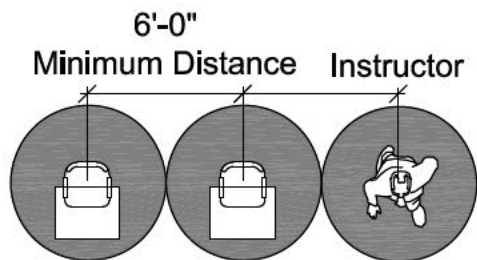
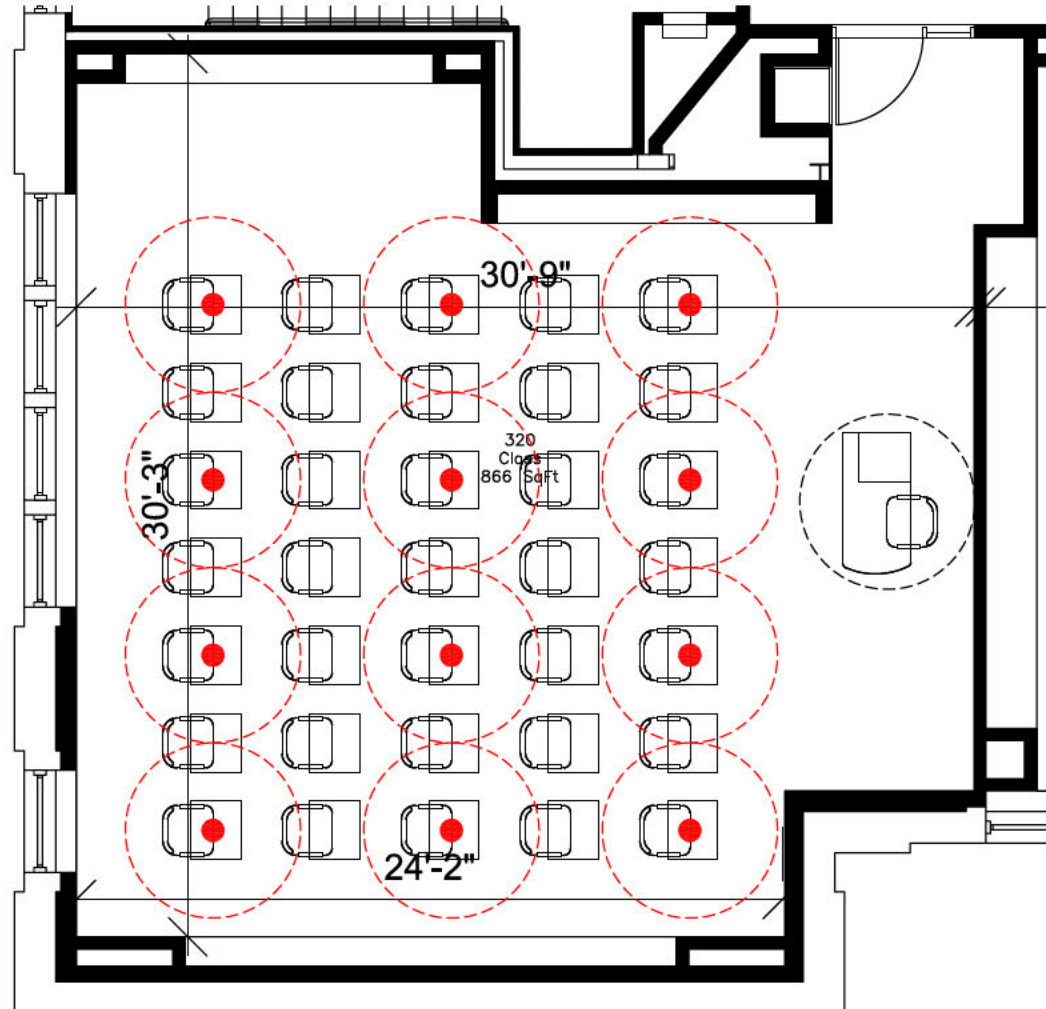
Central King Building - Room 317 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (35)

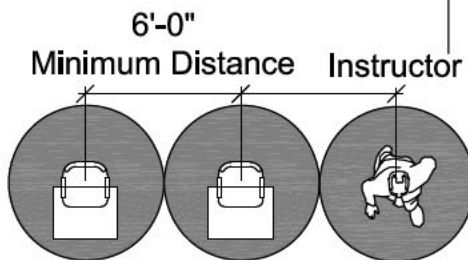
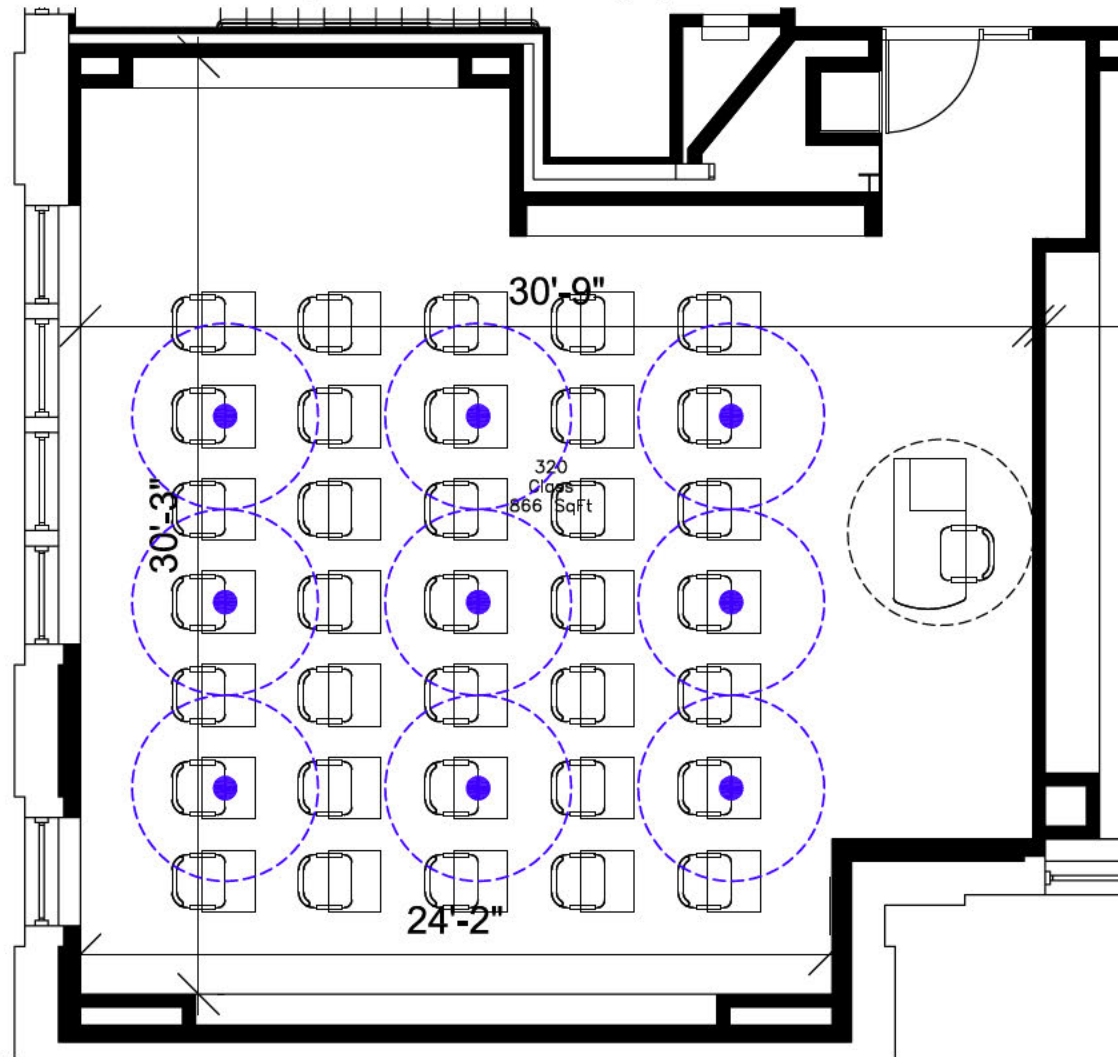


1 Central King Building - Room 320 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 21 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (35)

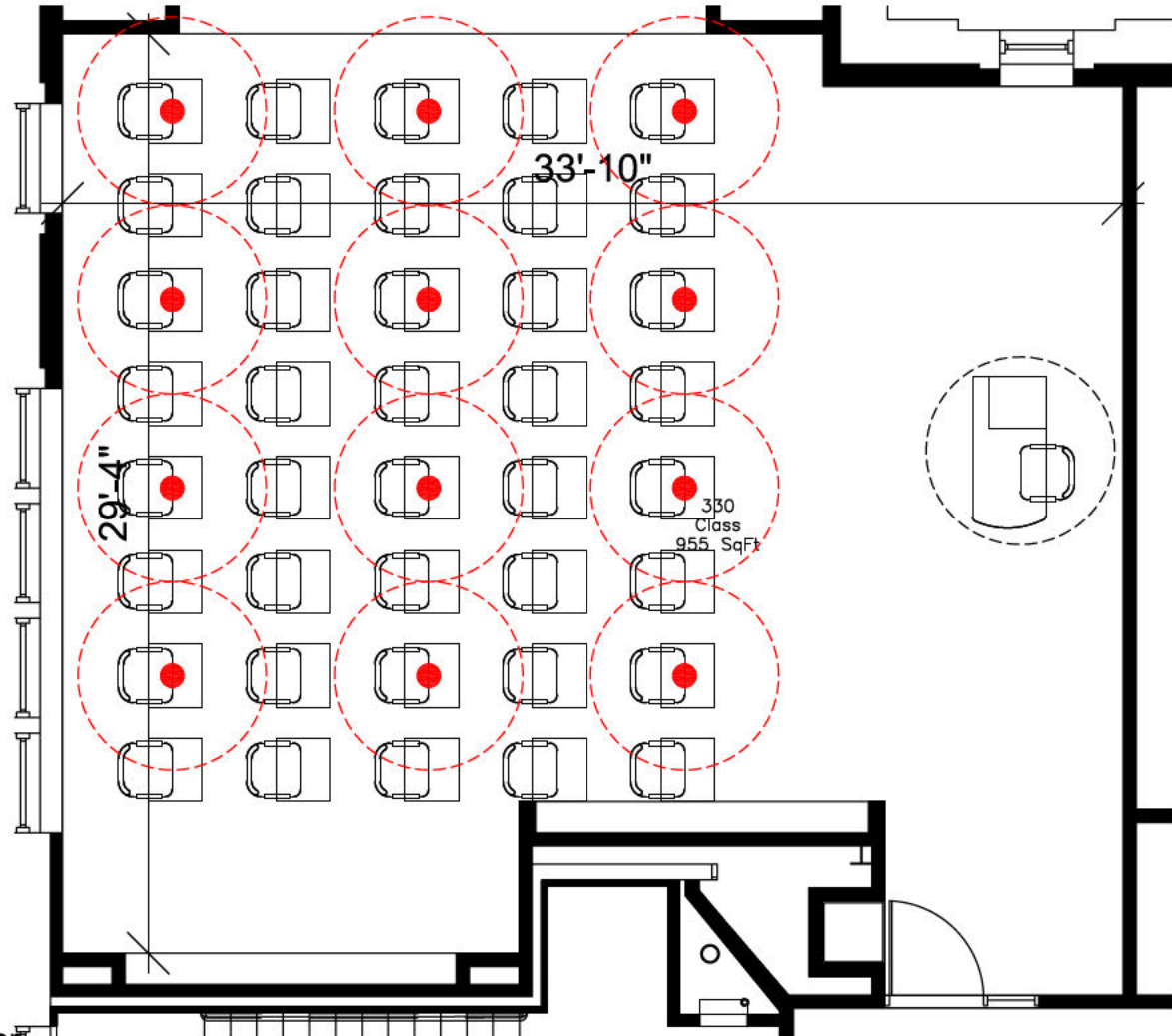


2 Central King Building - Room 320 - Class 2  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 24 Safe Chairs

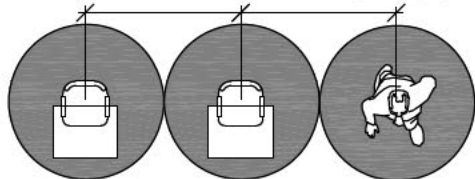
### Social Distance Space Requirements

Existing Room Desk Count (40)



330  
 Class  
 955 SqFt

6'-0"  
 Minimum Distance Instructor



1

Central King Building - Room 330 - Class 1

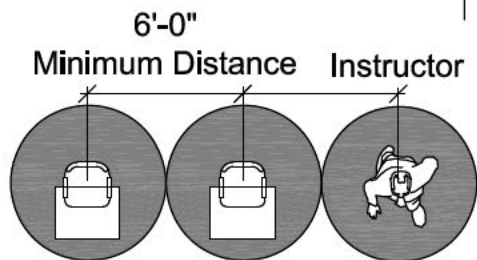
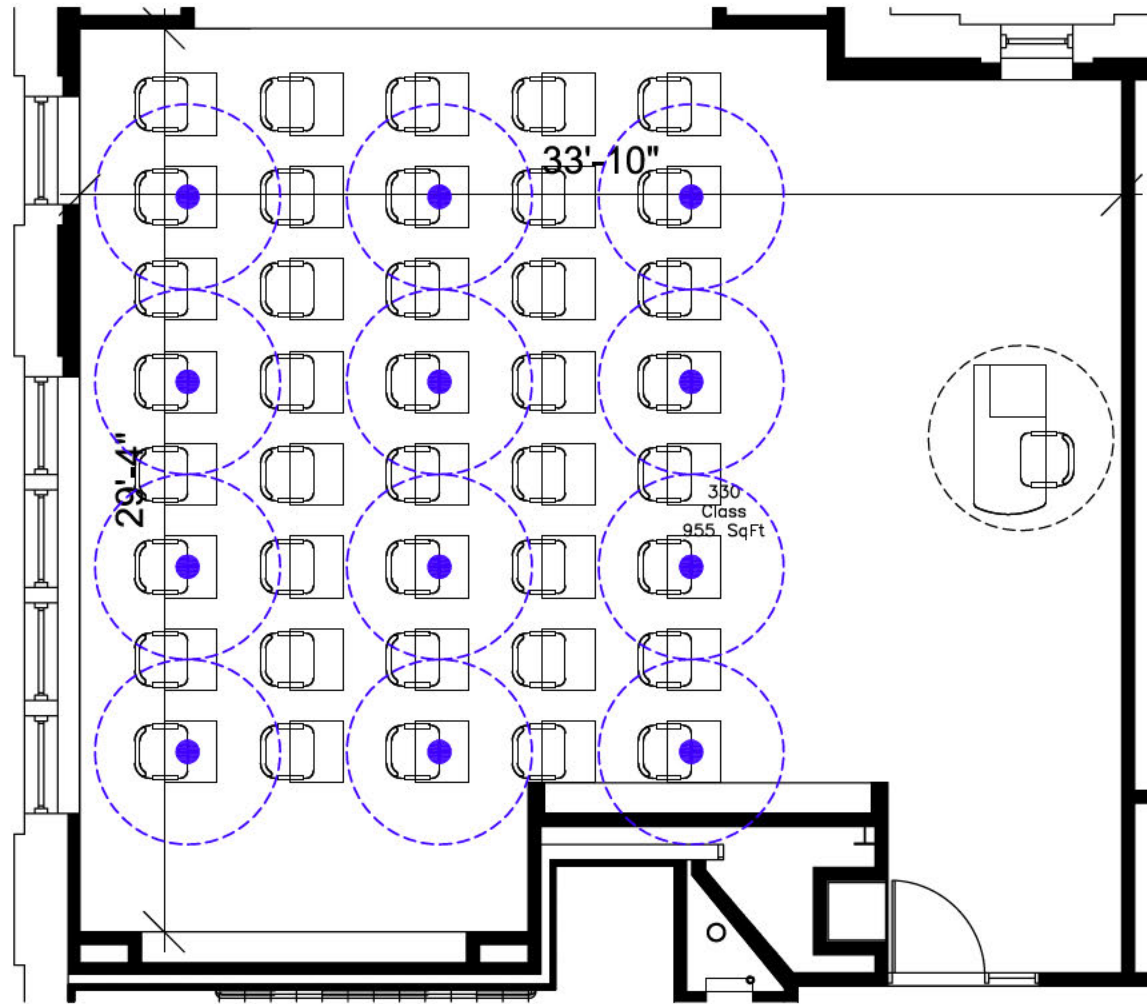
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 24 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (40)



**2** Central King Building - Room 330 - Class 2  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

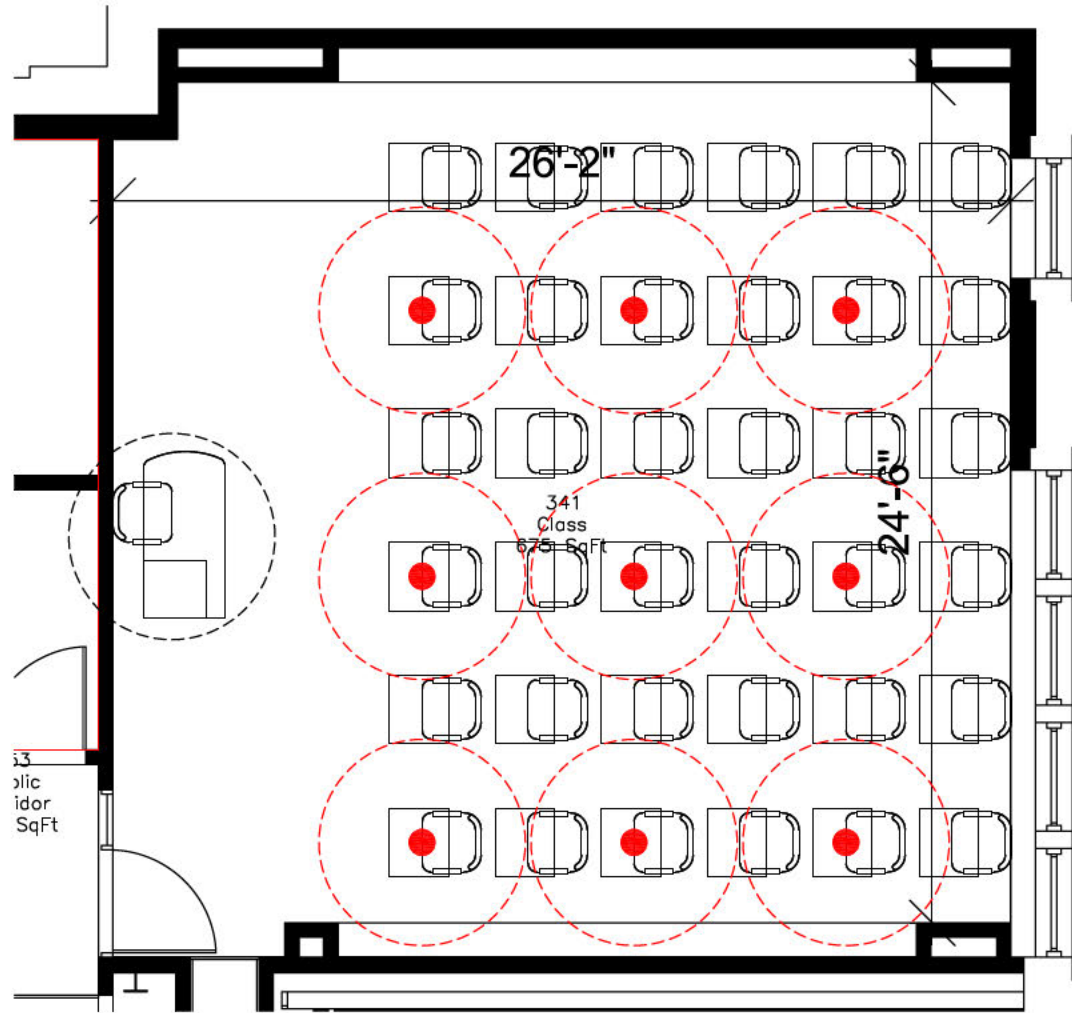
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

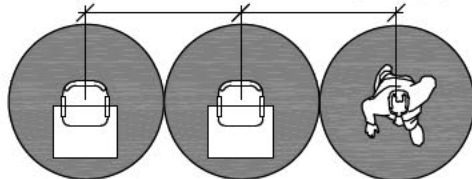
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 341 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

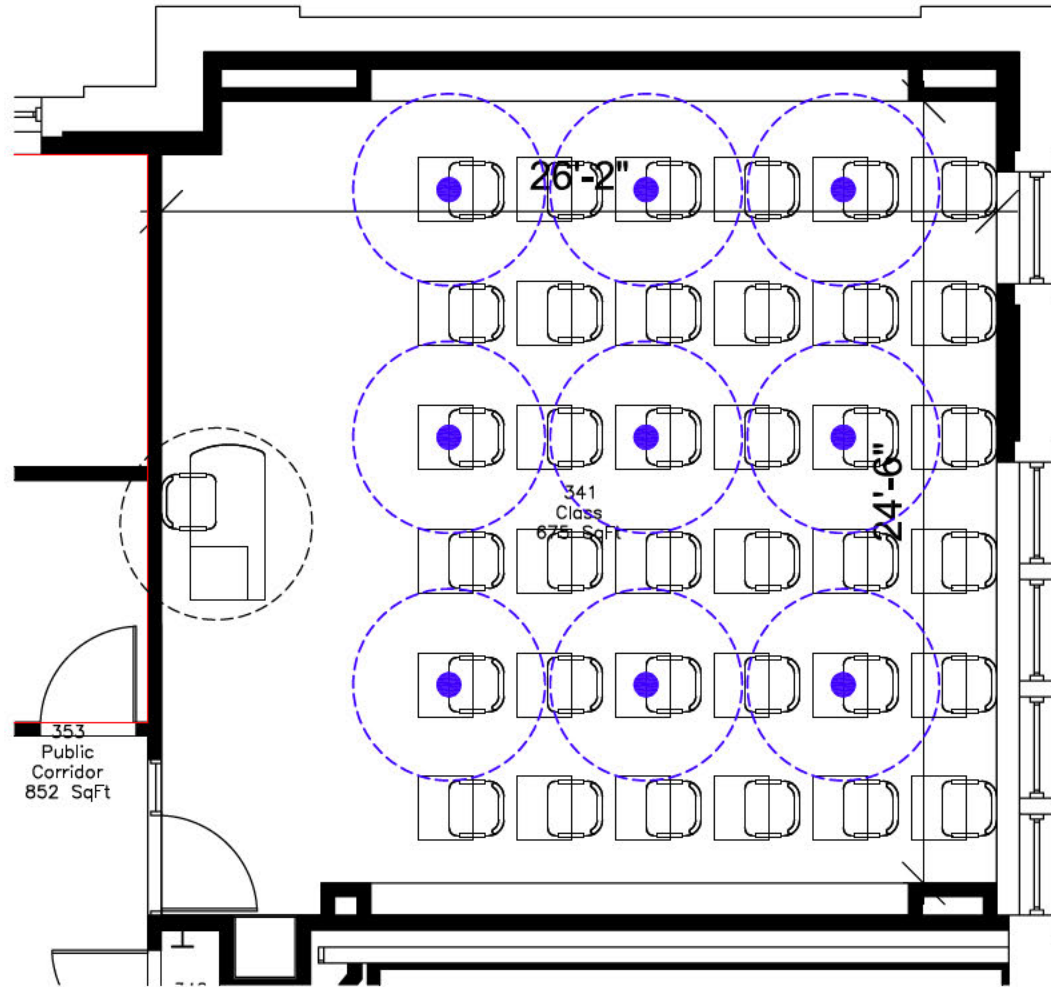
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

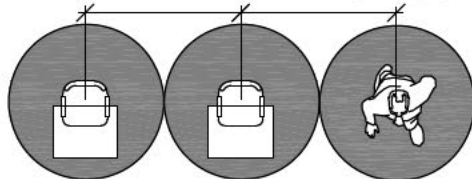
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 341 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

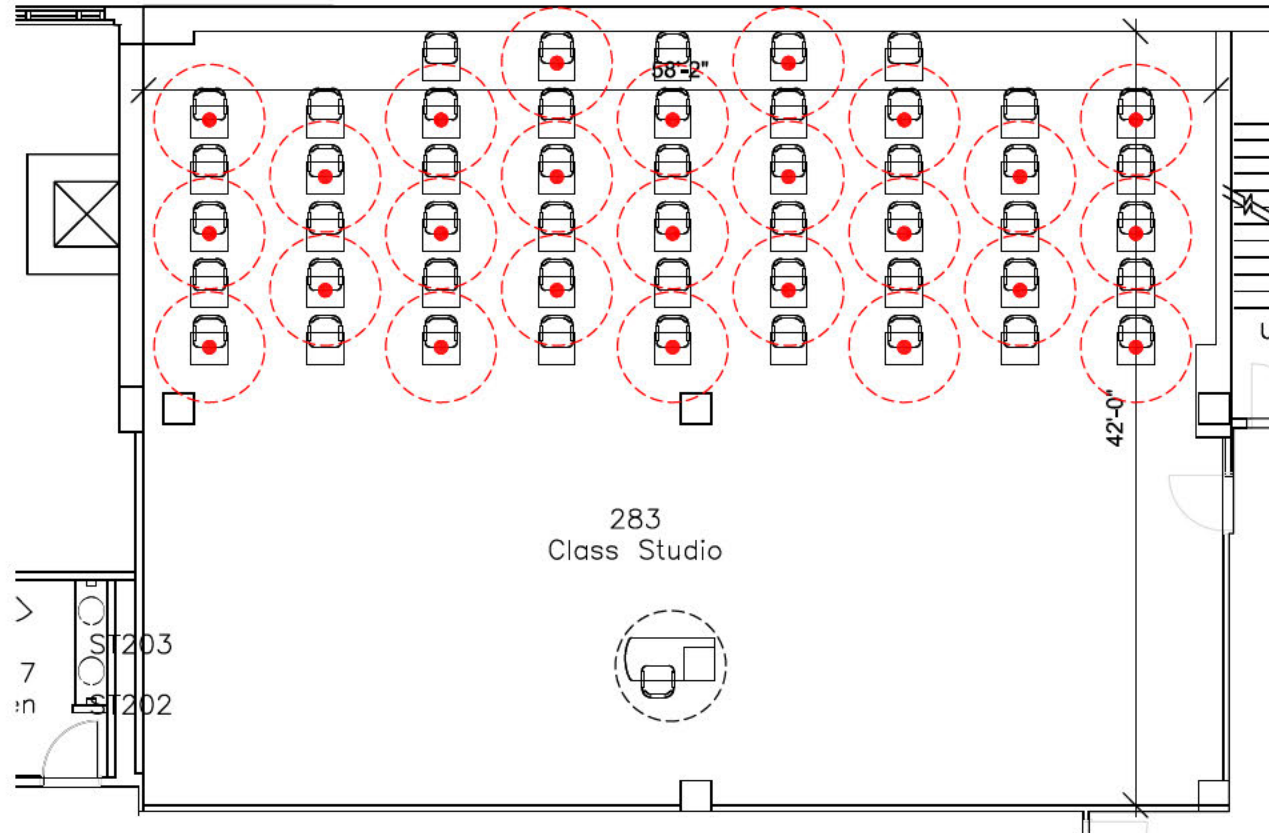
Class 1 - 25 Chairs ■

Class 2 - 25 Chairs ■

Total - 50 Safe Chairs

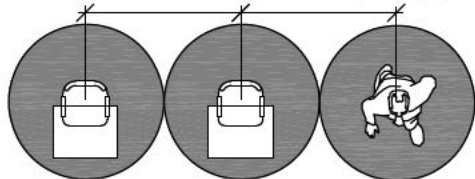
### Social Distance Space Requirements

Existing Room Desk Count (50)



6'-0"

Minimum Distance Instructor



1

Colton Hall Building - Room 283 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

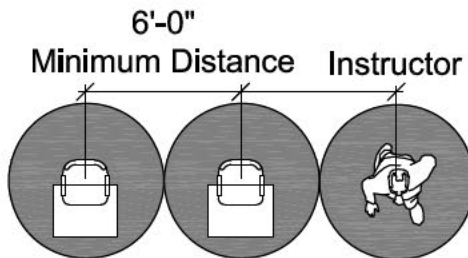
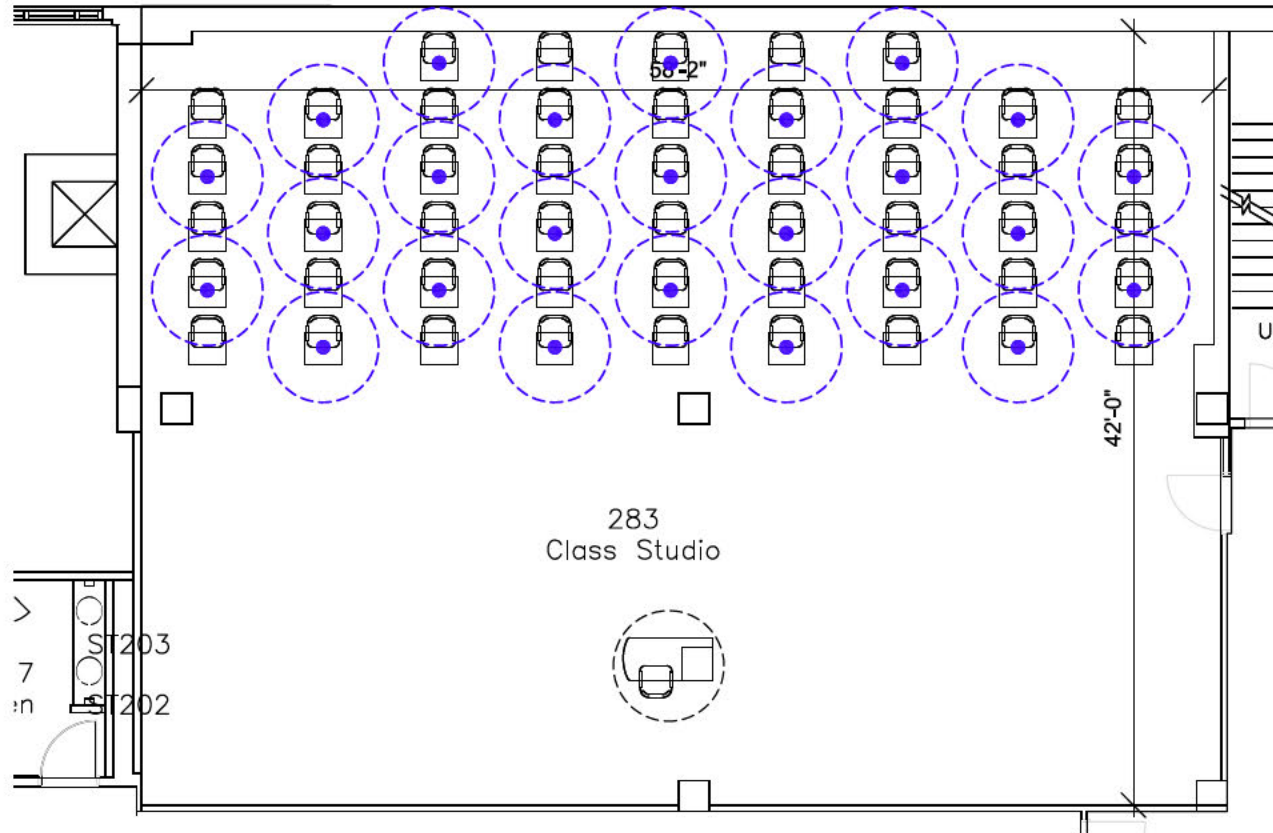
Class 1 - 25 Chairs ■

Class 2 - 25 Chairs ■

Total - 50 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (50)



2 Colton Hall Building - Room 283 - Class 2  
SCALE: N.T.S

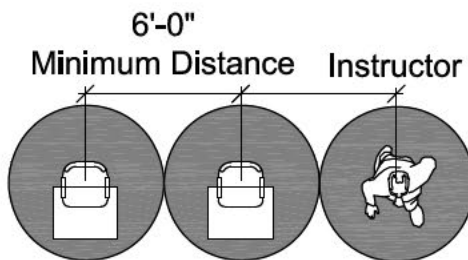
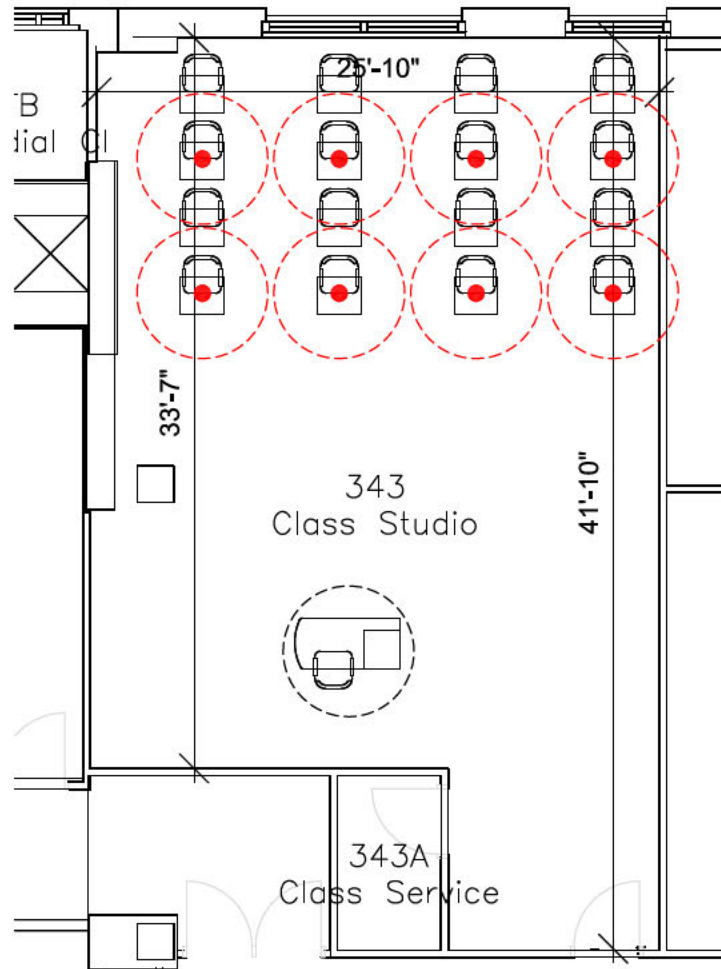
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (16)



1 Colton Hall Building - Room 343 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

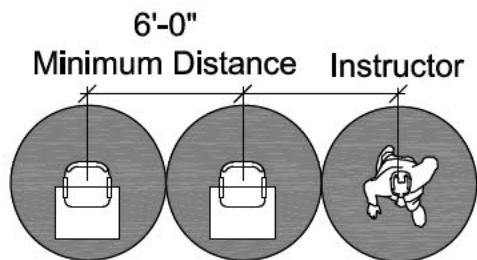
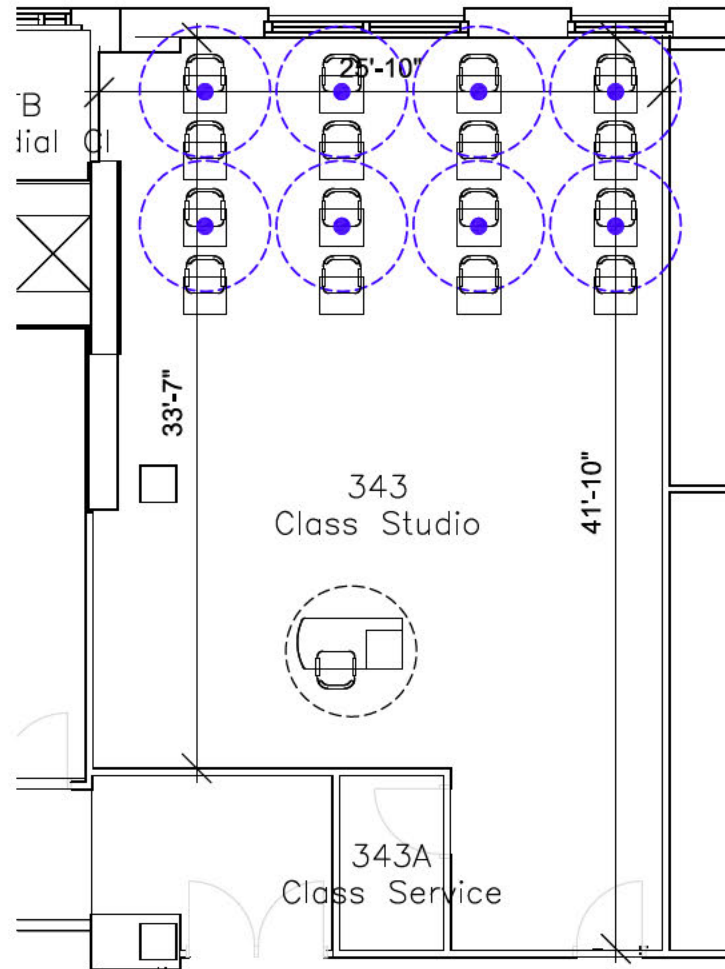
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (16)

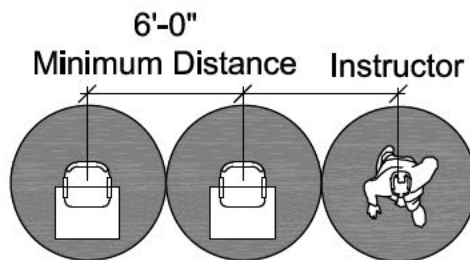
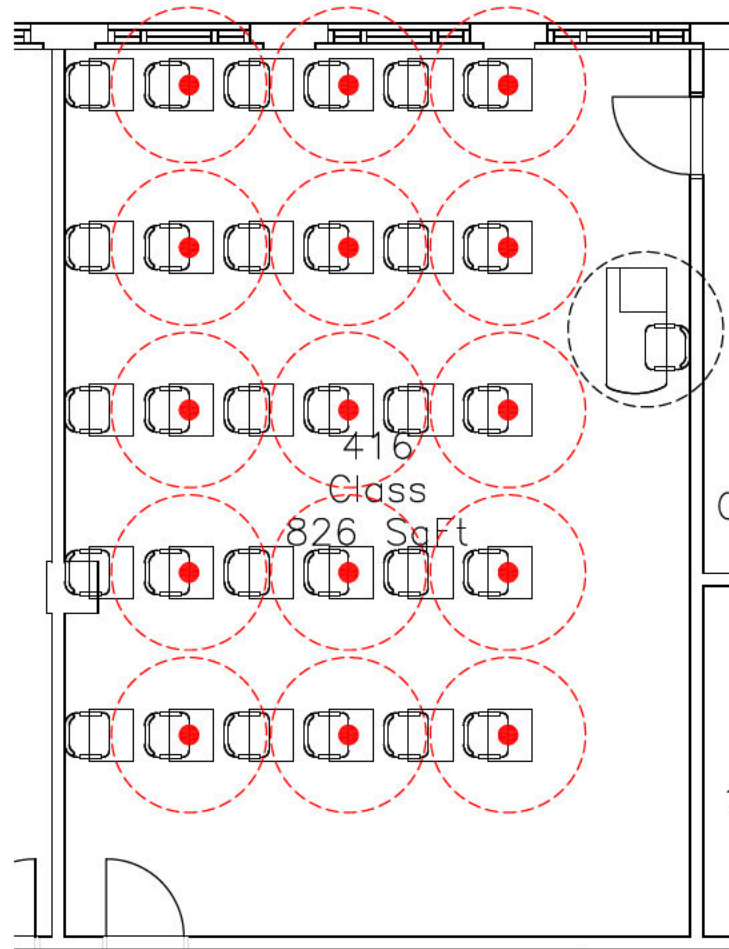


2 Colton Hall Building - Room 343 - Class 2  
SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 15 Chairs ■  
 Class 2 - 15 Chairs ■  
 Total - 30 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (30)



1 Colton Hall Building - Room 416 - Class 1  
 SCALE: N.T.S



Proposed Modified  
Desk Count per Class

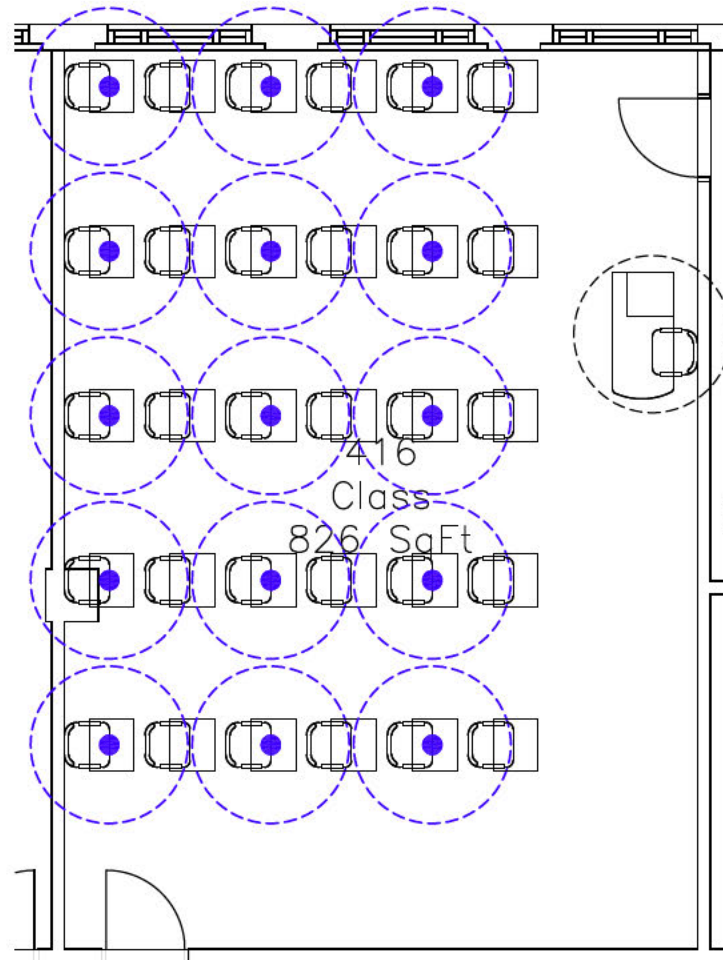
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

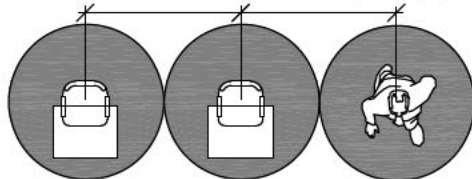
### Social Distance Space Requirements

Existing Room Desk Count (30)



6'-0"

Minimum Distance Instructor



2

Colton Hall Building - Room 416 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

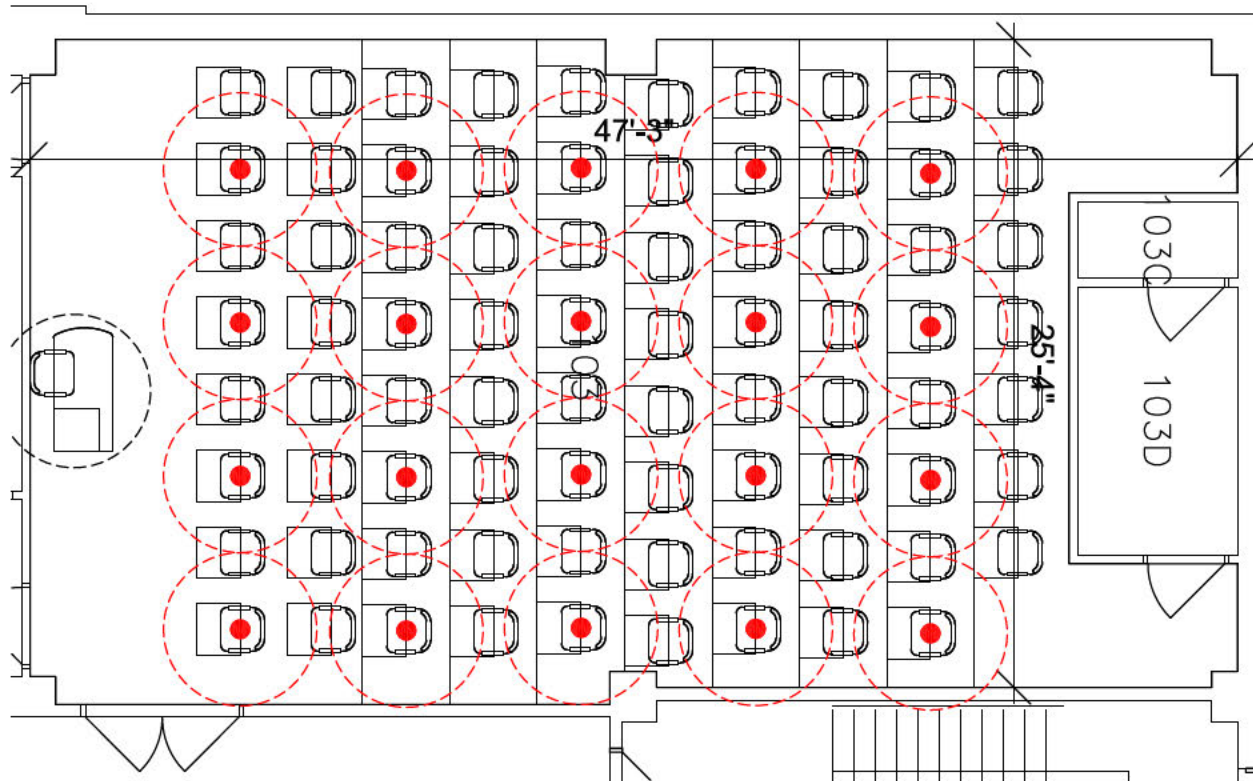
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

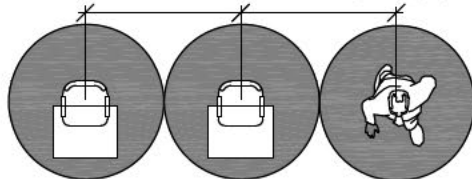
### Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 103 - Class 1

SCALE: N.T.S

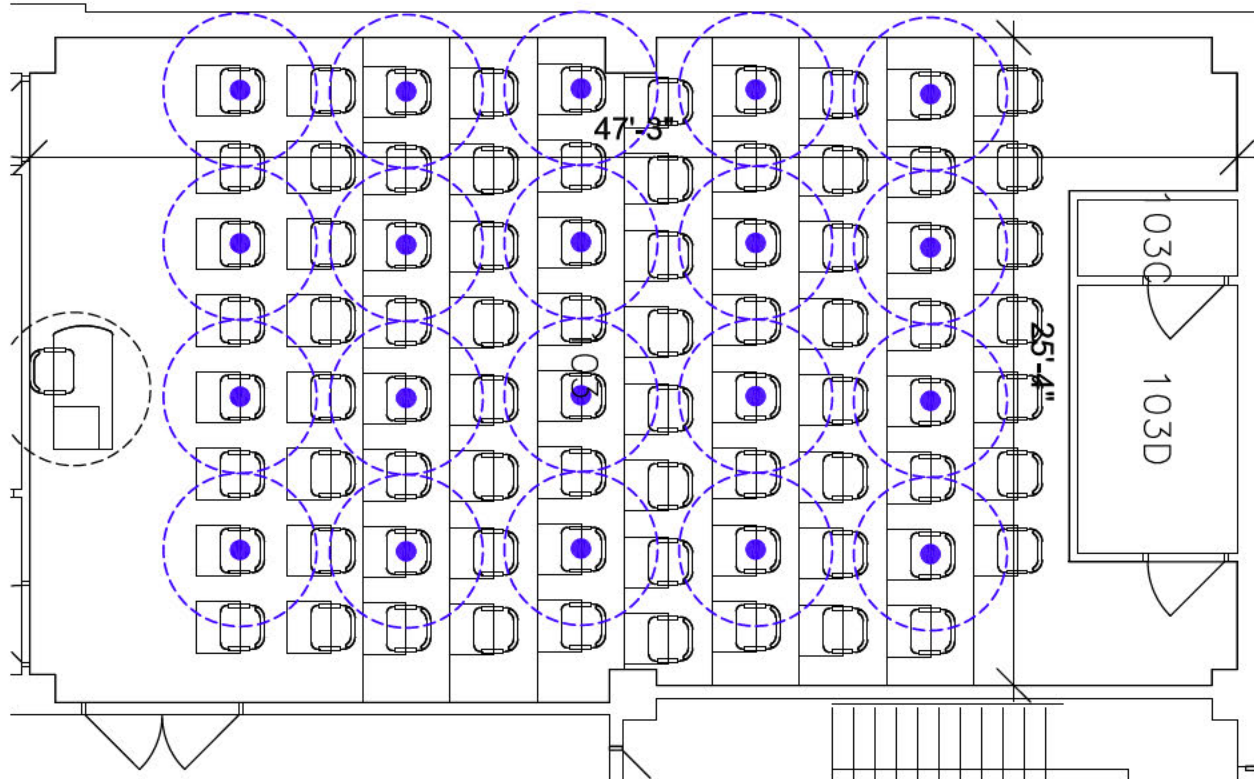
Proposed Modified  
Desk Count per Class

Class 1 - 20 Chairs ■  
Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

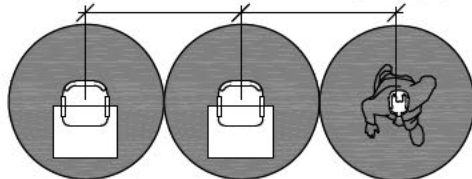
### Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



2


Cullimore Hall Building - Room 103 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

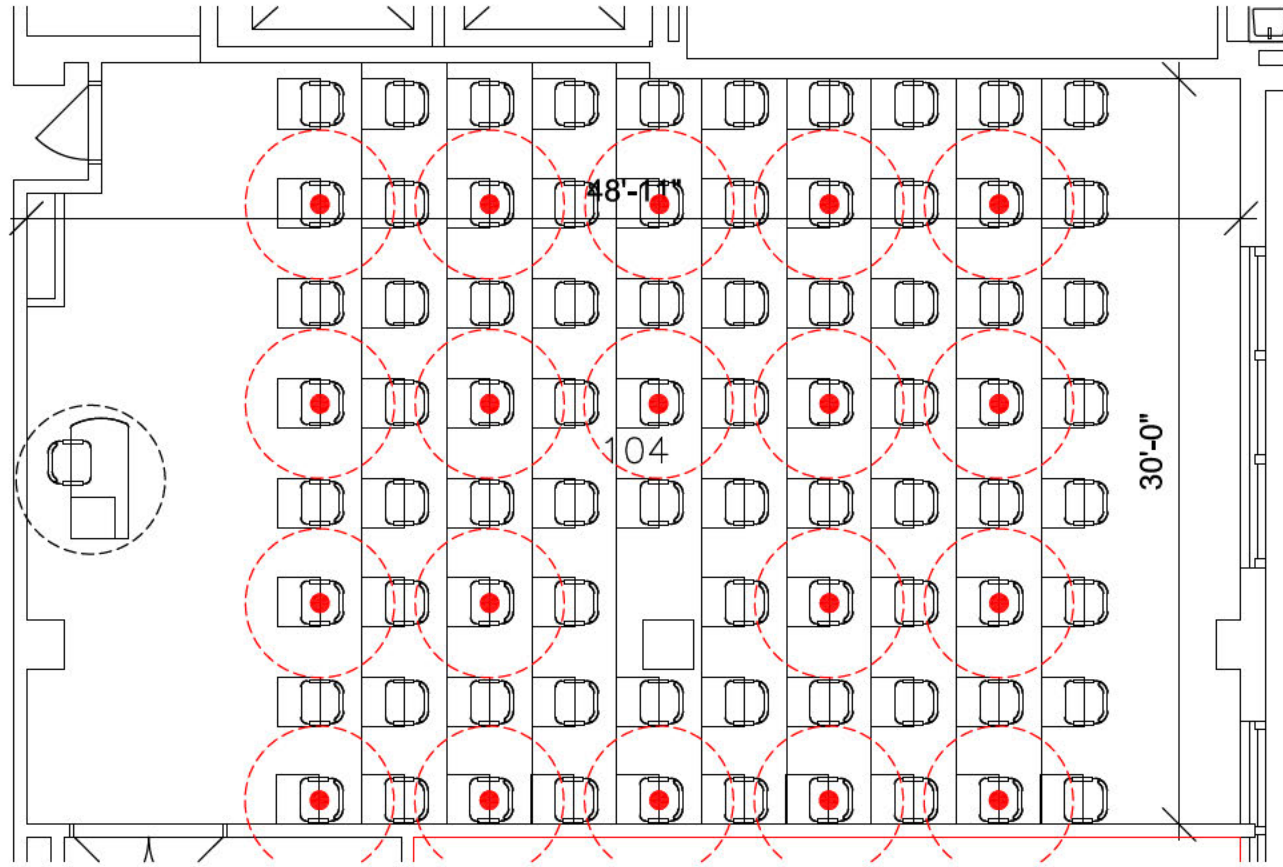
Class 1 - 19 Chairs 

Class 2 - 20 Chairs 

Total - 39 Safe Chairs

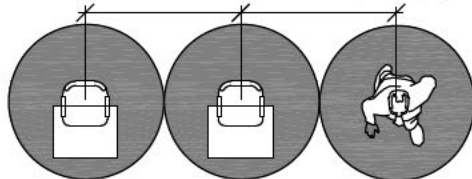
### Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 104 - Class 1

SCALE: N.T.S

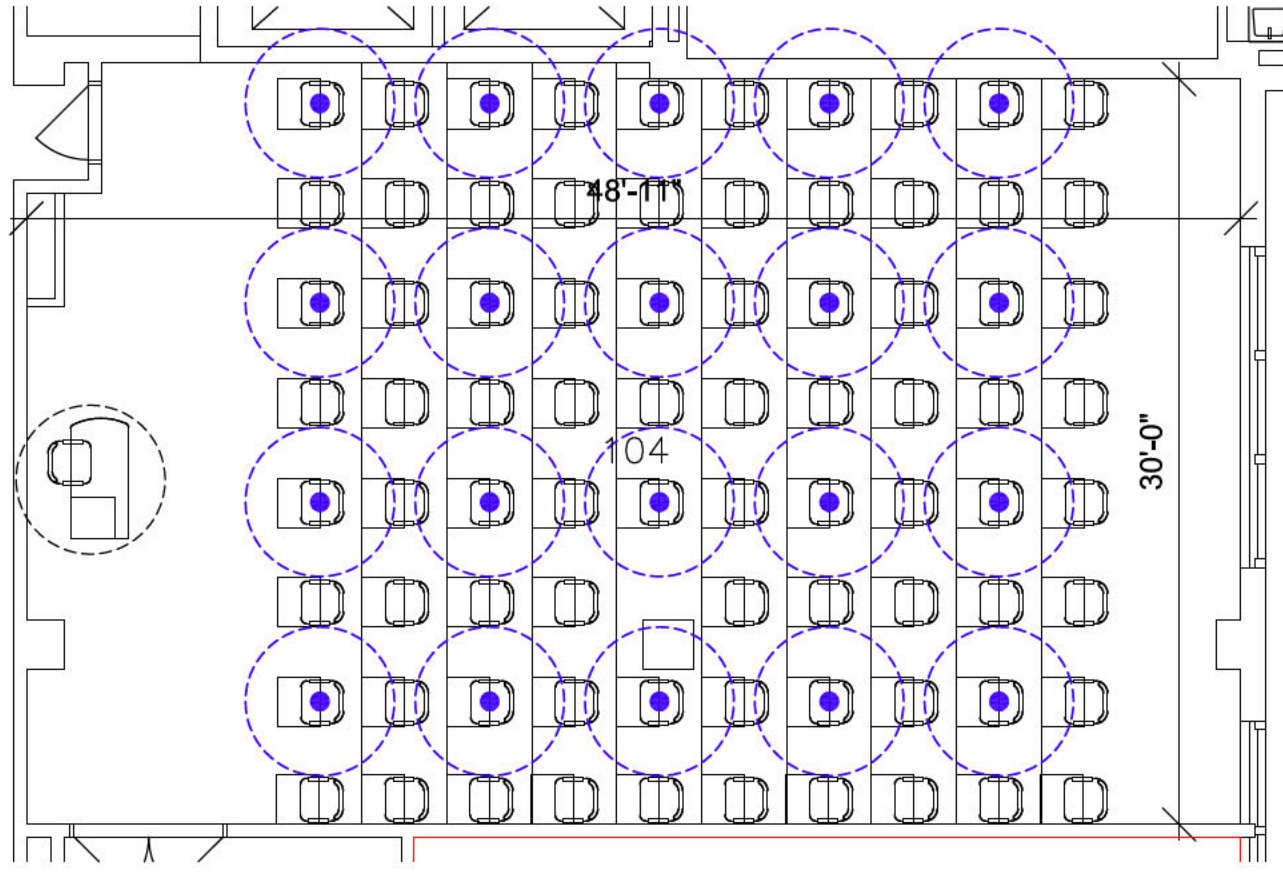
Proposed Modified  
Desk Count per Class

Class 1 - 19 Chairs ■  
Class 2 - 20 Chairs ■

Total - 39 Safe Chairs

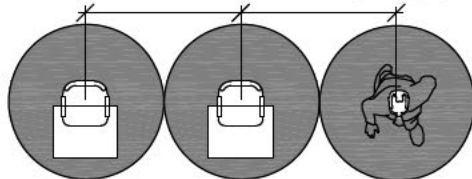
### Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



2

Cullimore Hall Building - Room 104 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

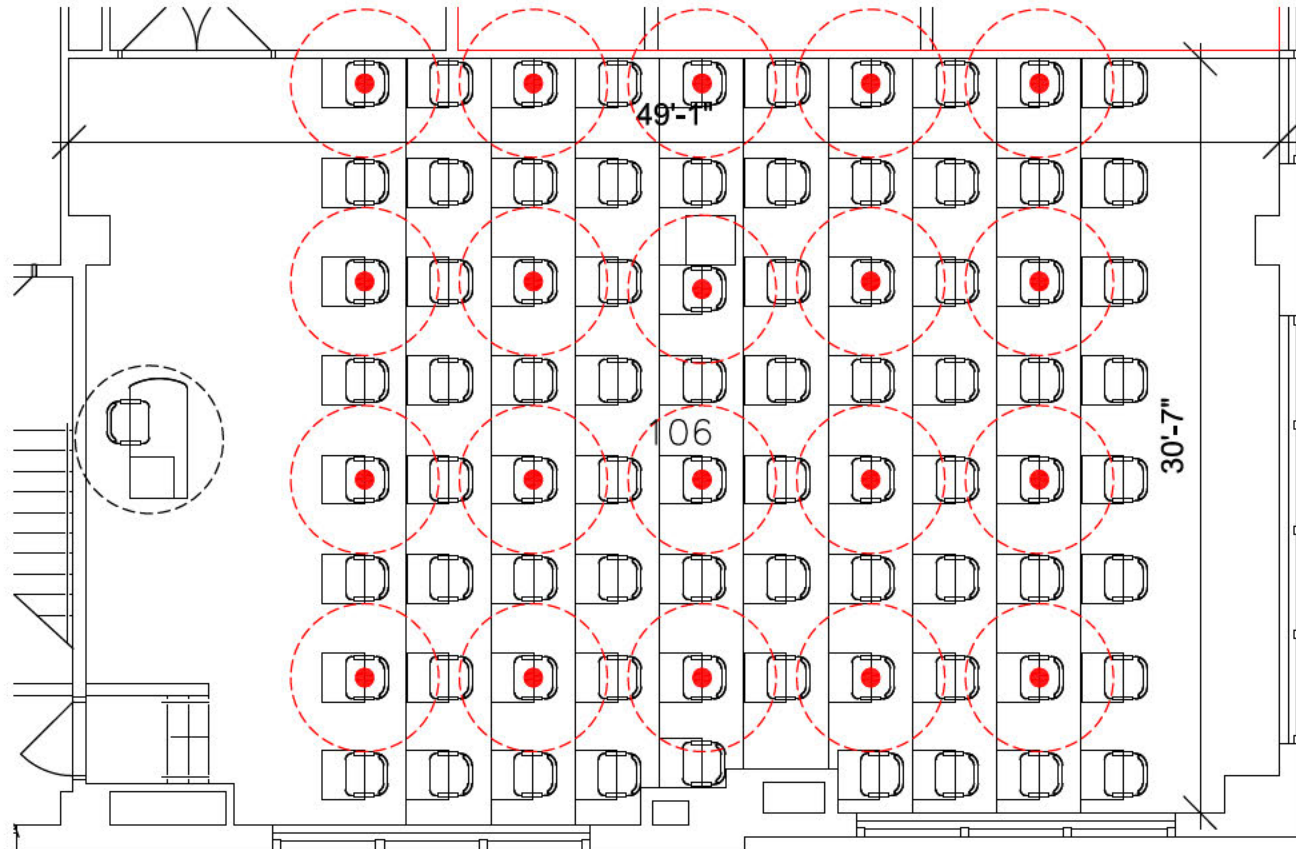
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

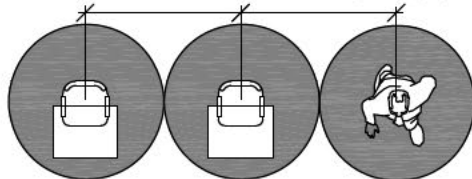
### Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 106 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

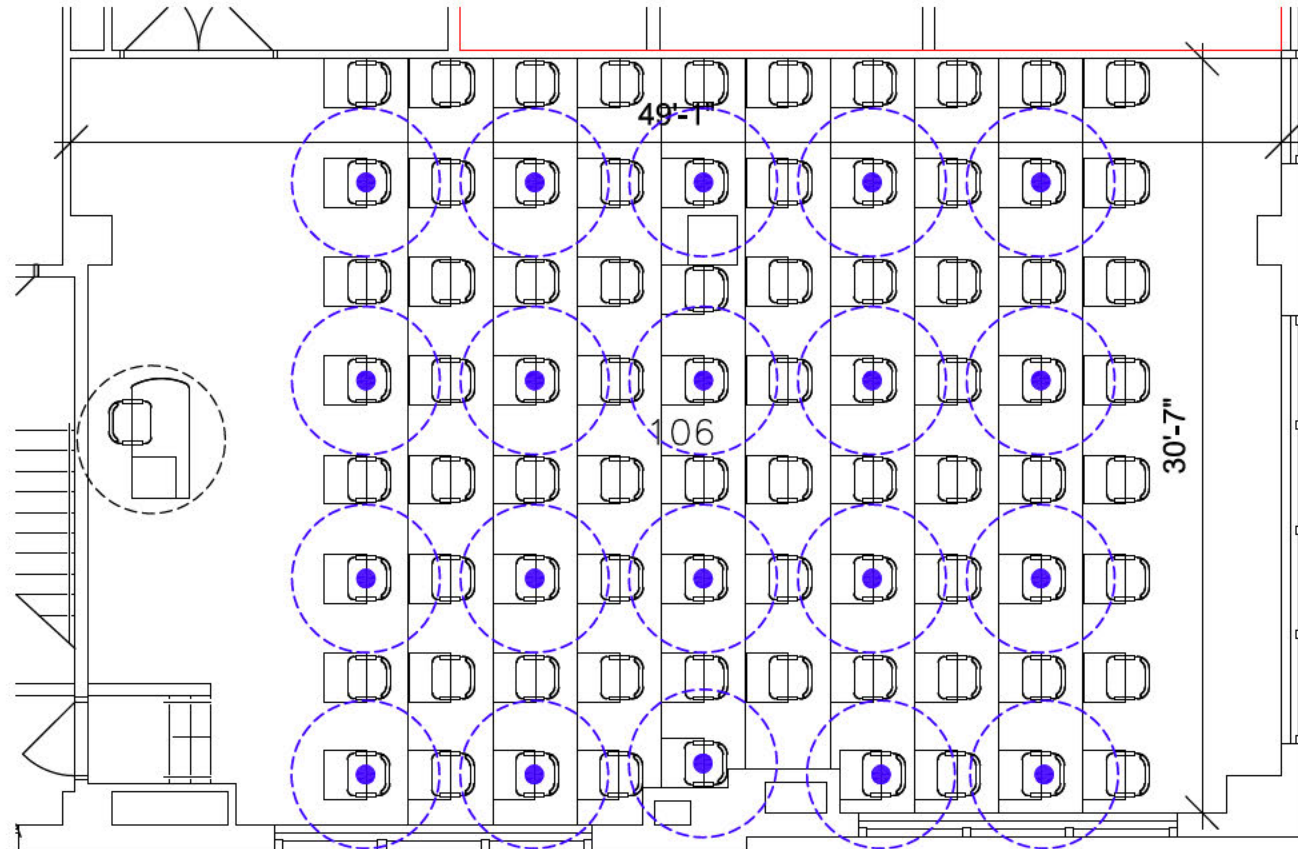
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

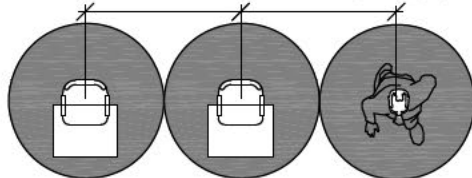
### Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



2

Cullimore Hall Building - Room 106 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

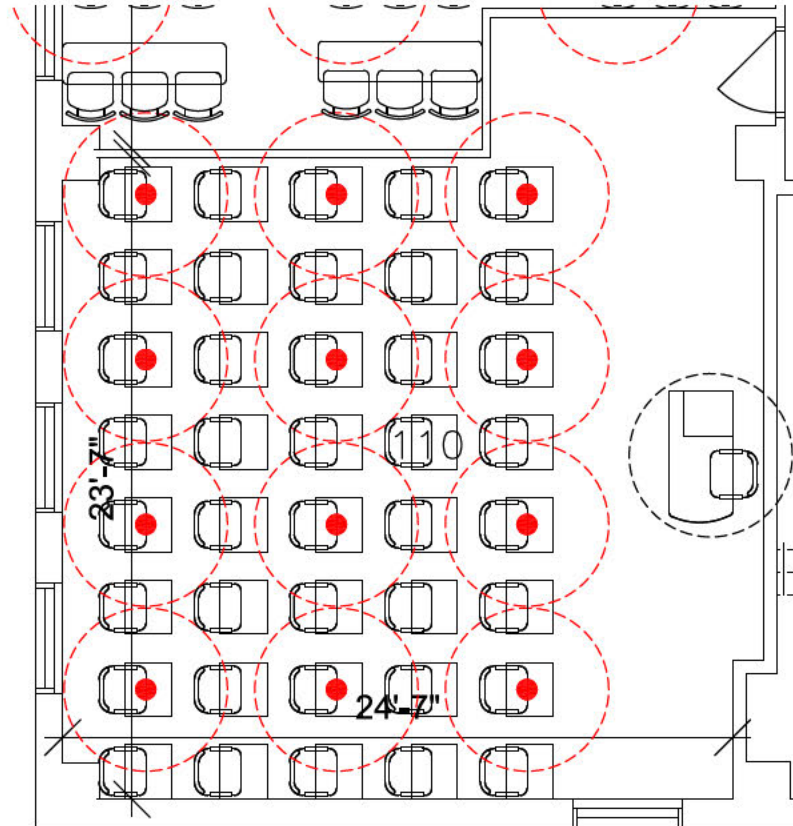
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

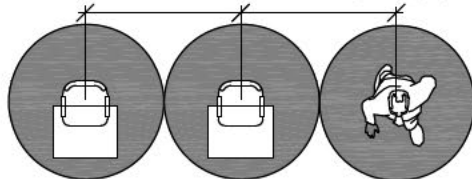
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 110 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

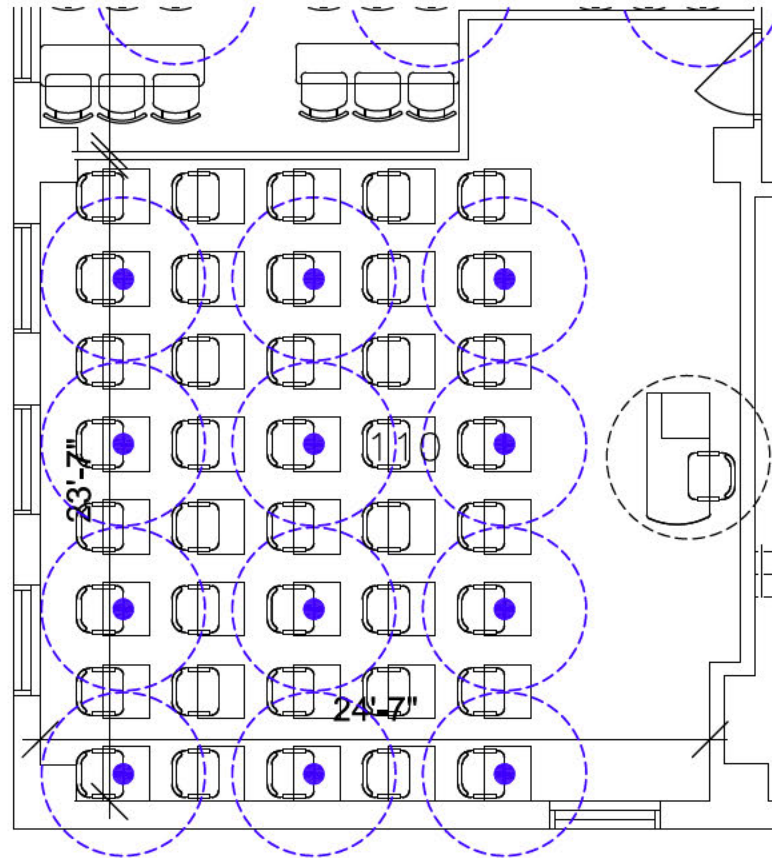
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

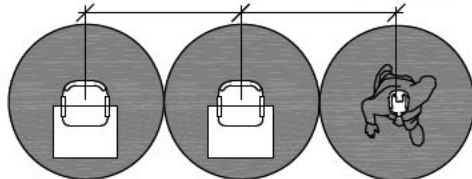
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Cullimore Hall Building - Room 110 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

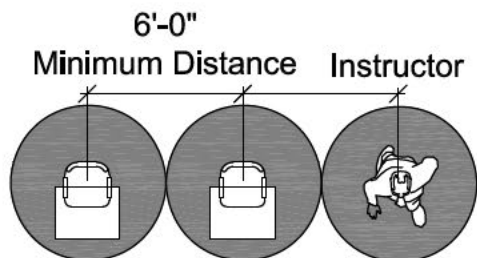
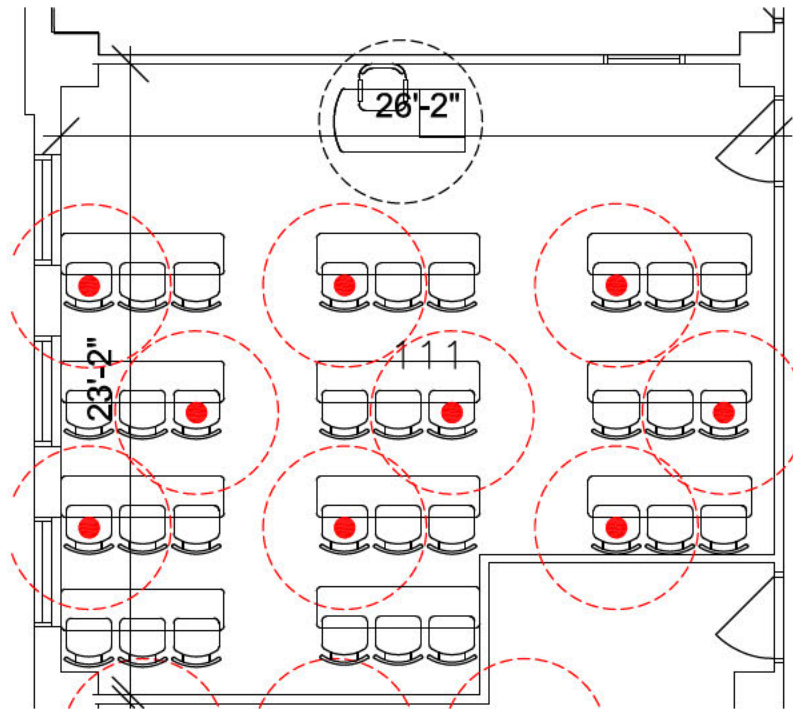
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (33)



1 Cullimore Hall Building - Room 111 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

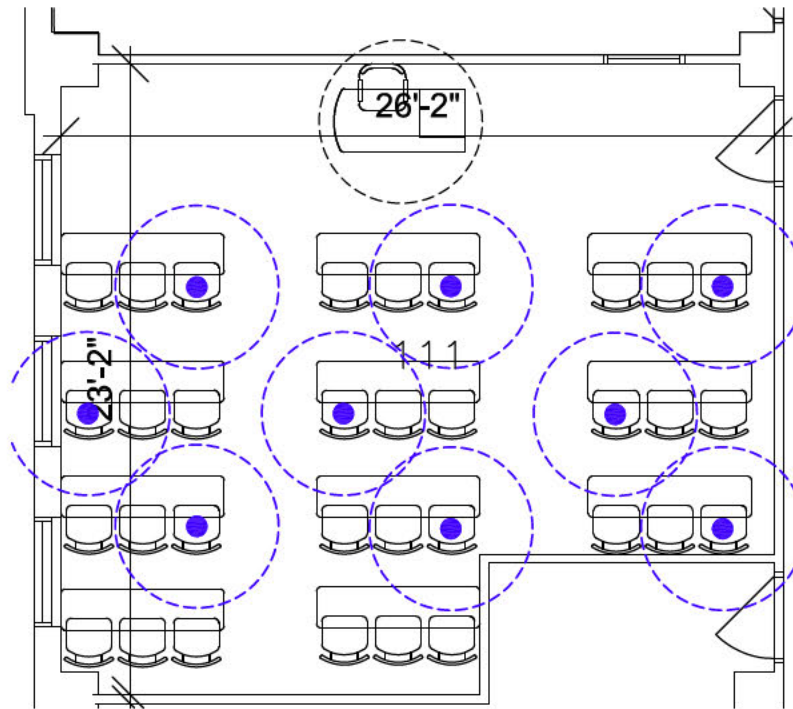
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

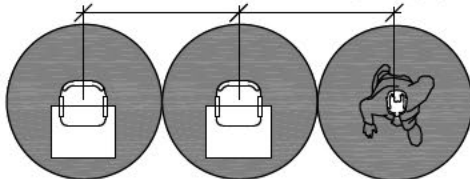
### Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



2

Cullimore Hall Building - Room 111 - Class 2

SCALE: N.T.S

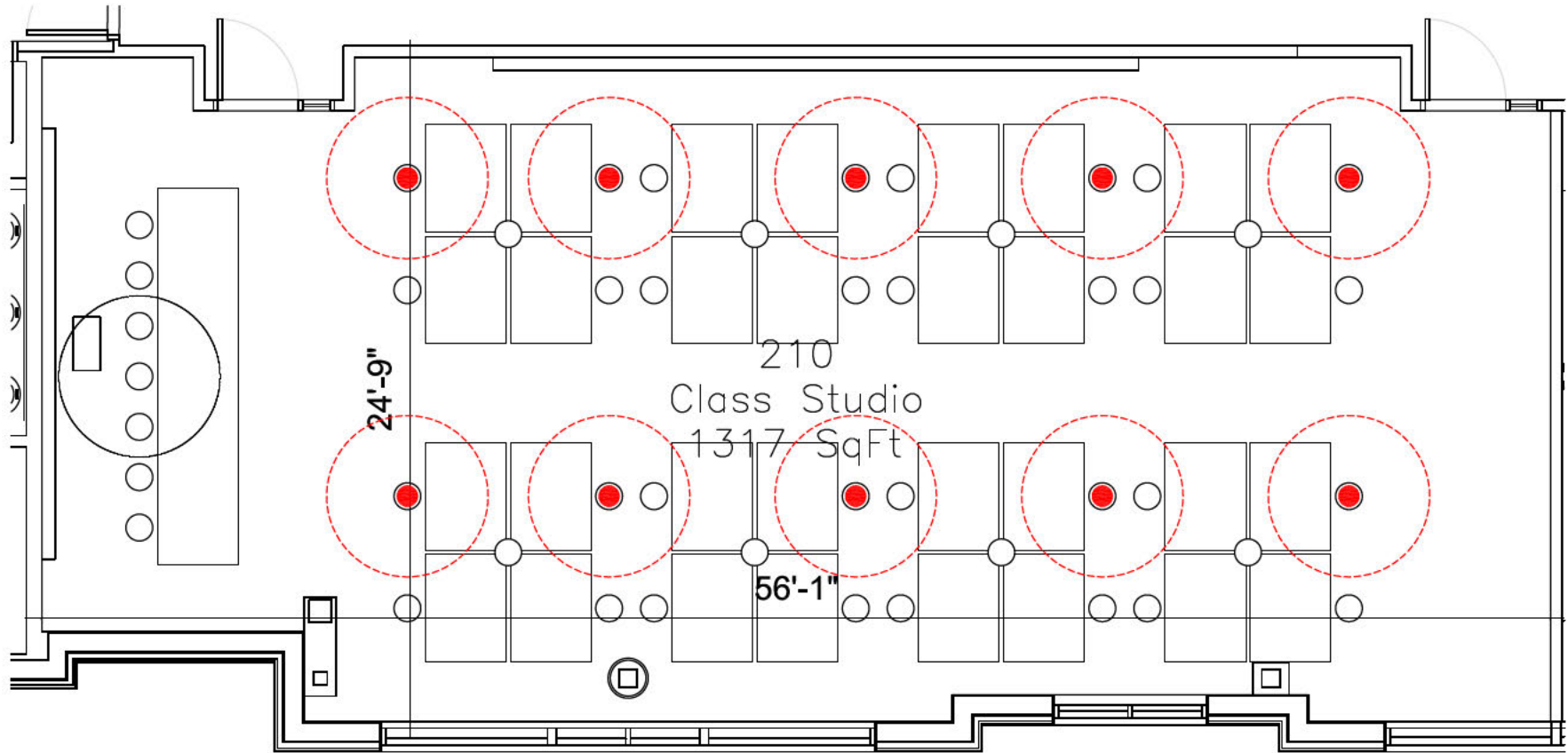
Proposed Modified  
Desk Count per Class

Class 1 - 10 Chairs ■  
Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

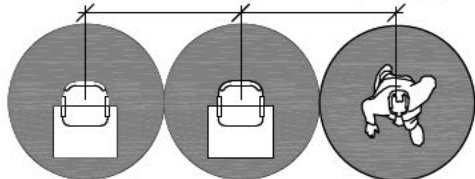
### Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



1

Dorman Honors Residence Hall - Room 210 - Class 1

SCALE: N.T.S

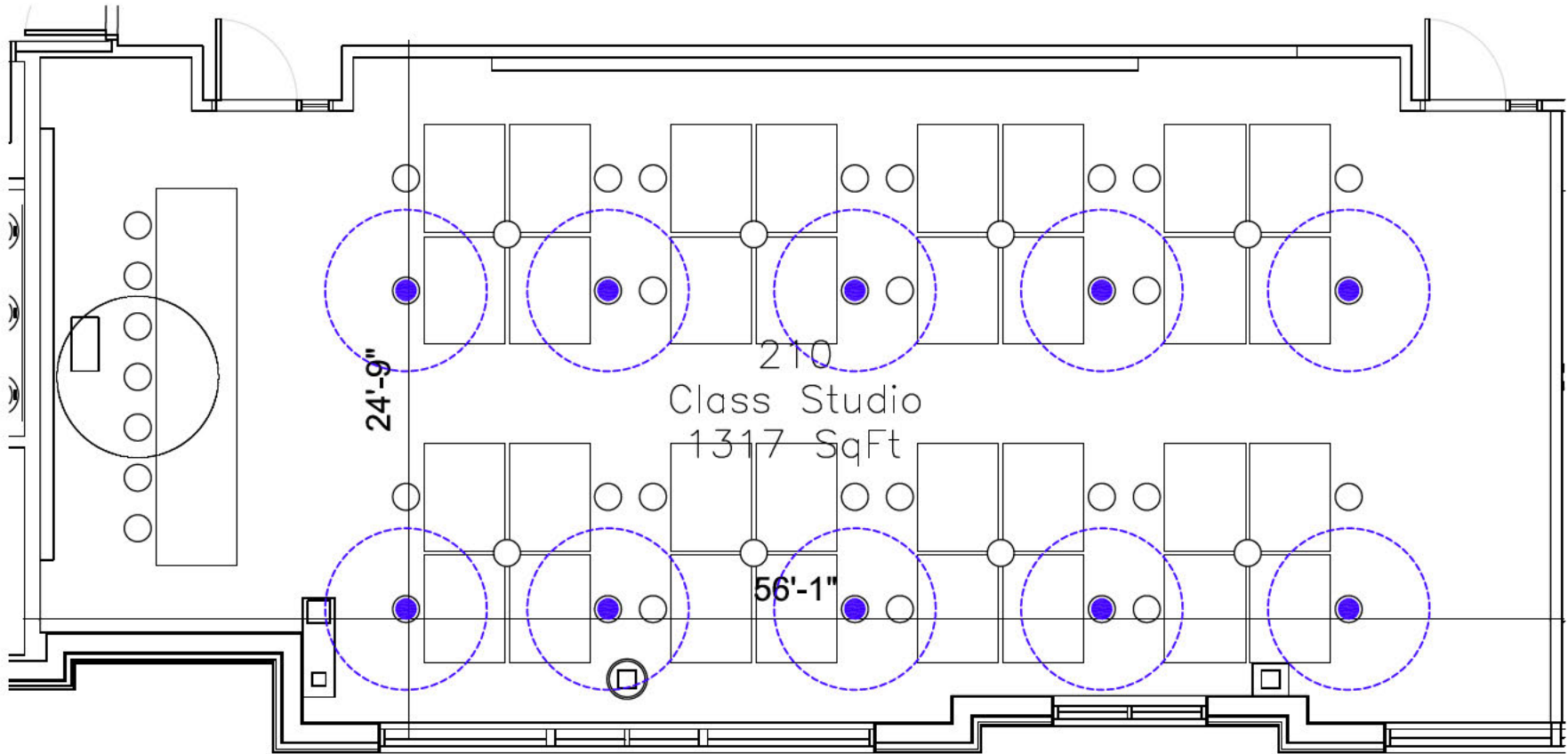
Proposed Modified  
Desk Count per Class

Class 1 - 10 Chairs ■  
Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

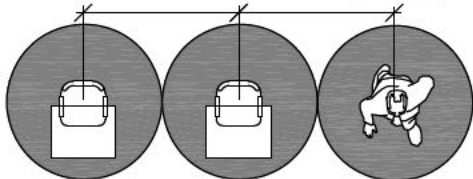
### Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



2

Dorman Honors Residence Hall - Room 210 - Class 2

SCALE: N.T.S



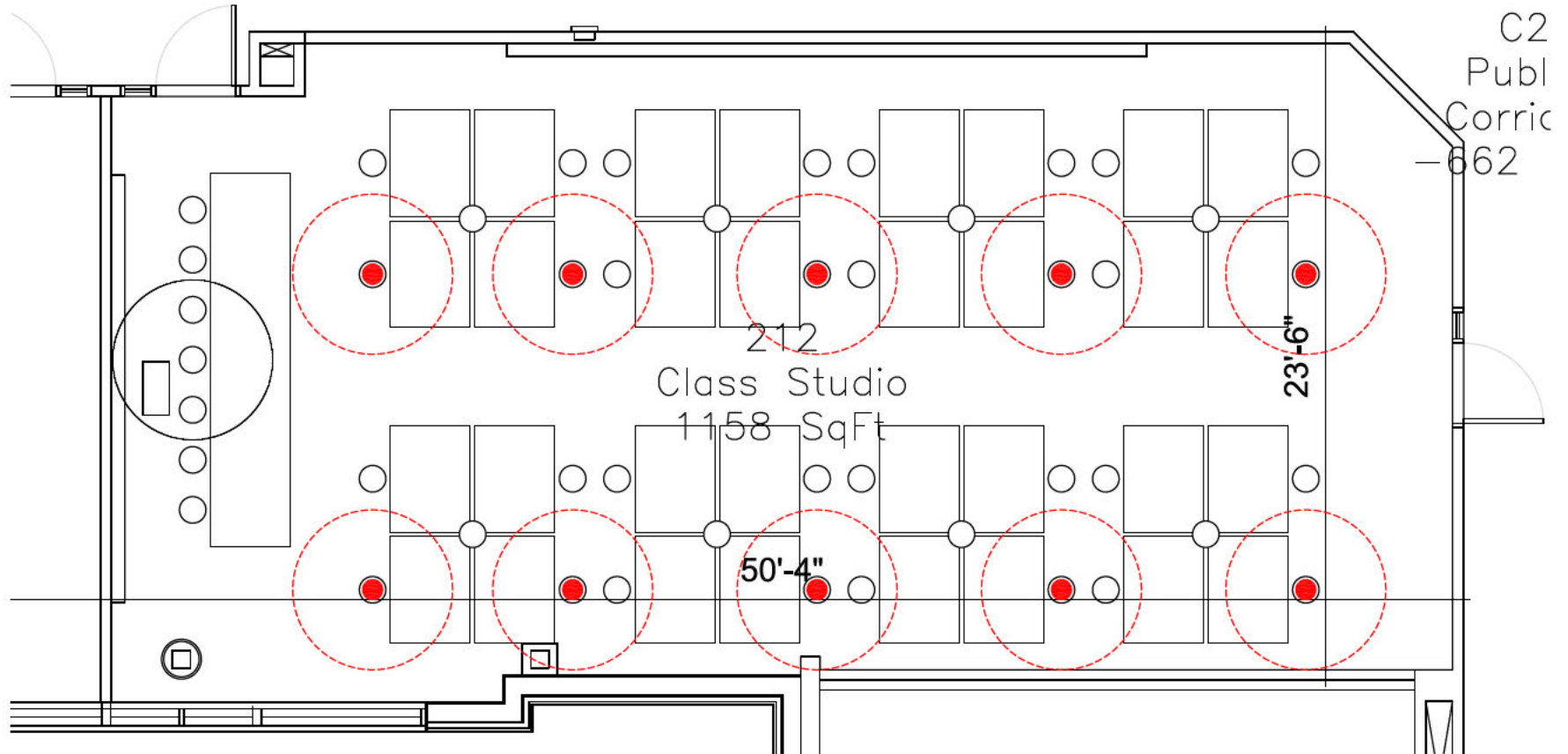
Proposed Modified  
Desk Count per Class

Class 1 - 10 Chairs ■  
Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

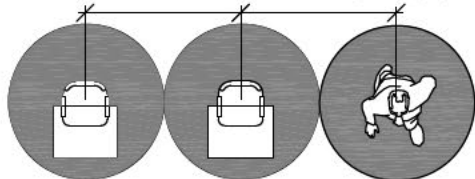
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Dorman Honors Residence Hall - Room 212 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

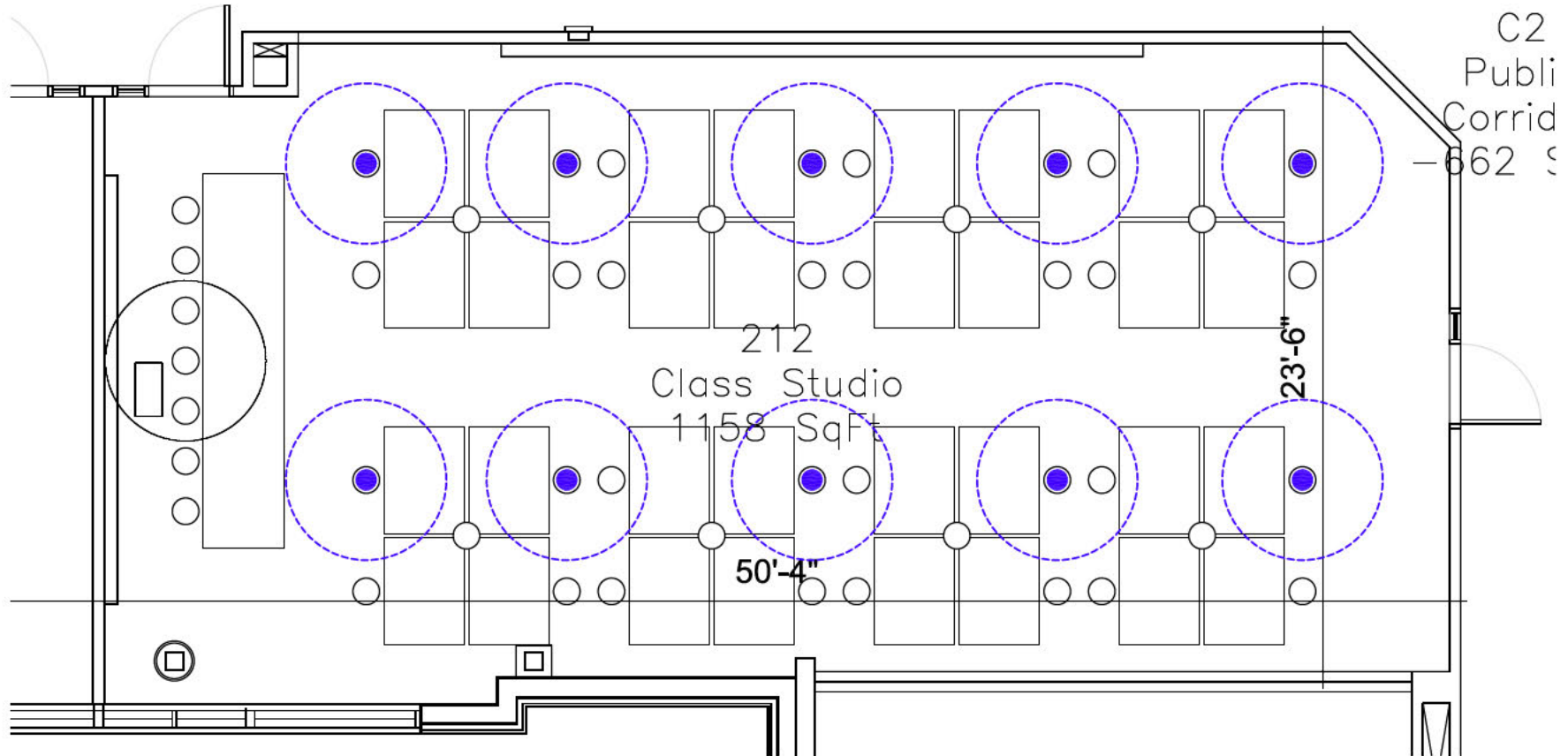
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

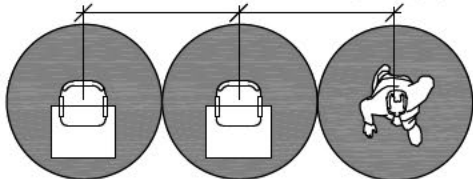
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Dorman Honors Residence Hall - Room 212 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

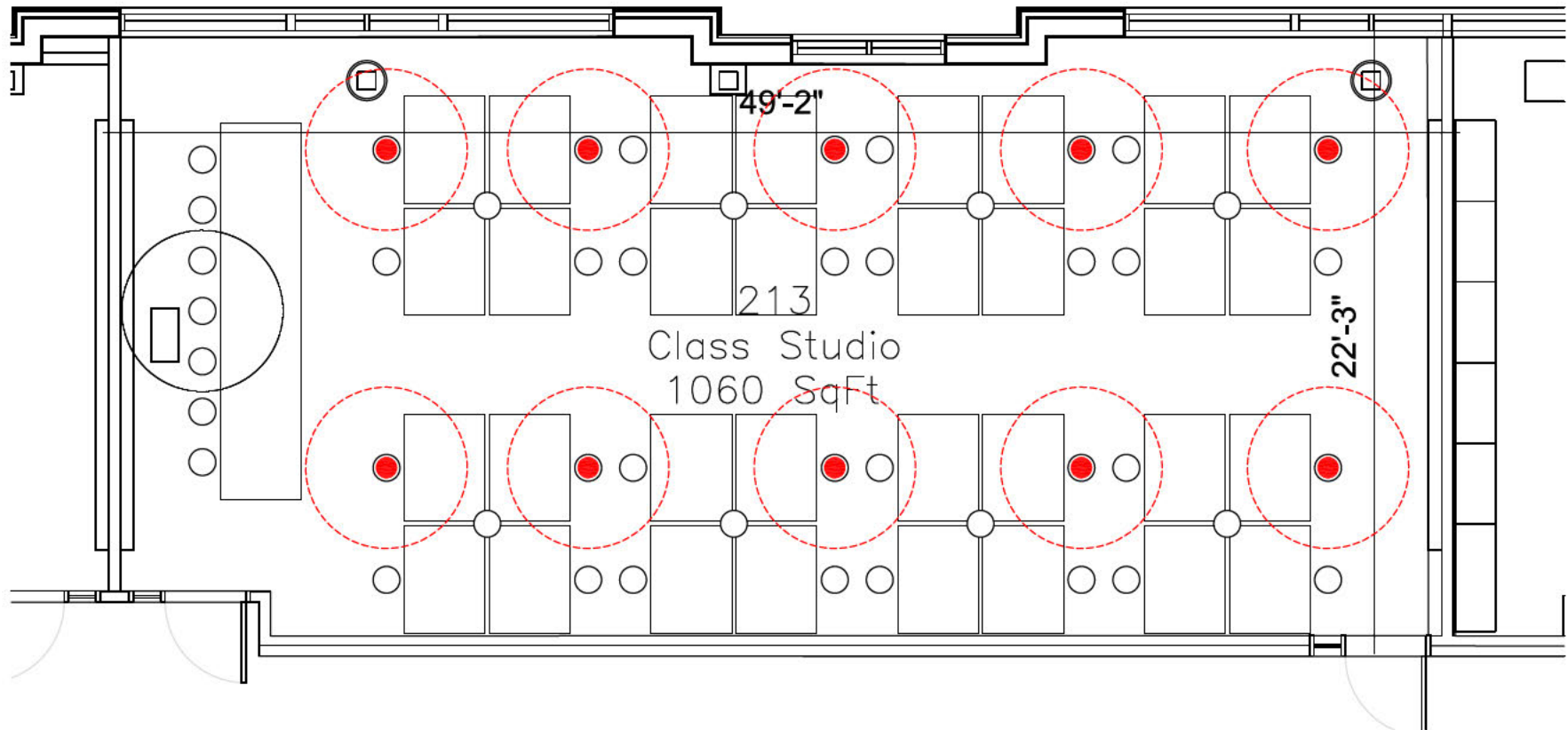
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

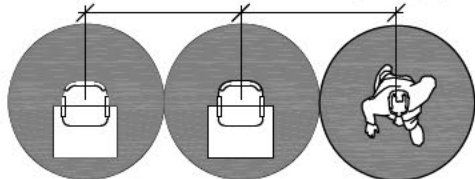
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Dorman Honors Residence Hall - Room 213 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

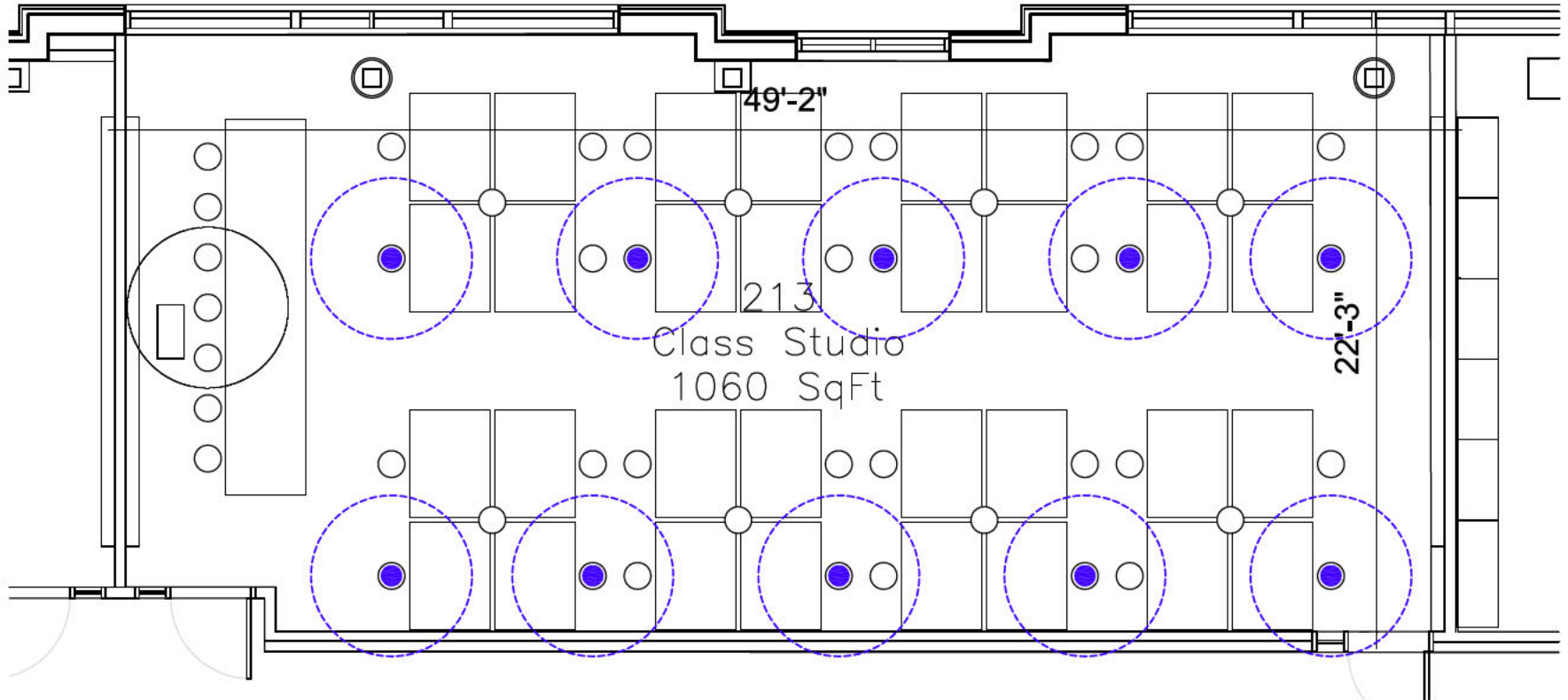
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

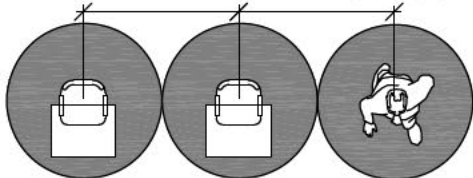
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Dorman Honors Residence Hall - Room 213 - Class 2

SCALE: N.T.S

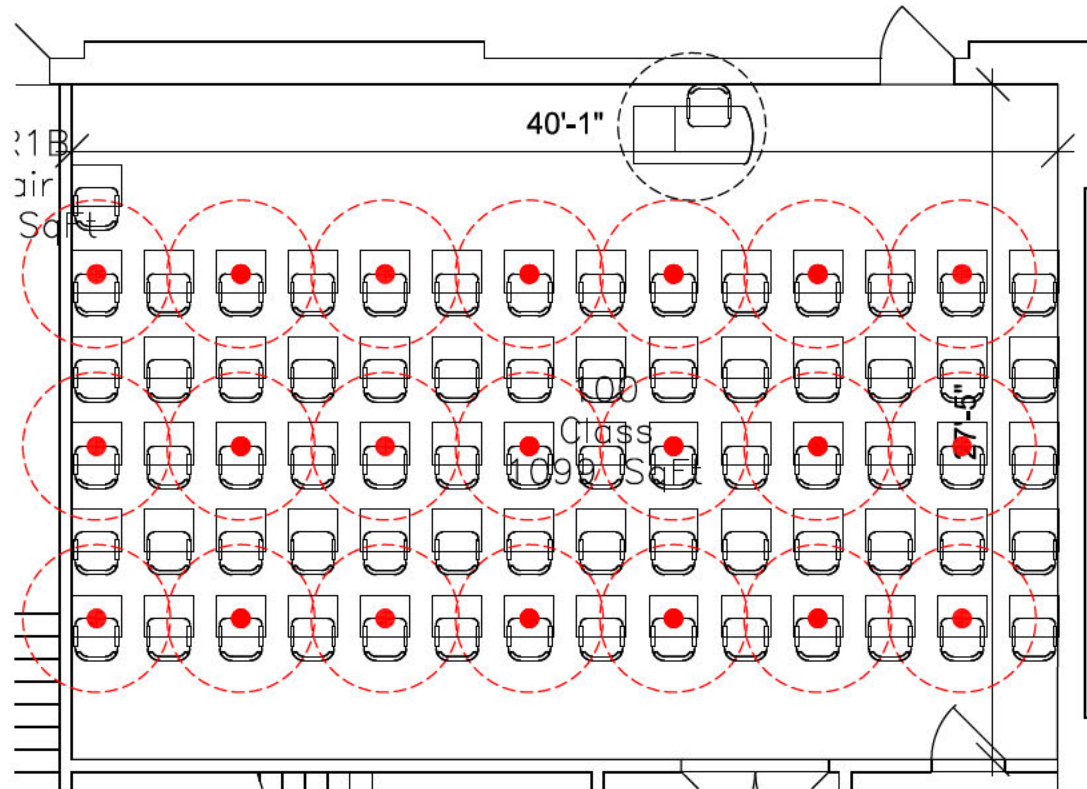
Proposed Modified  
Desk Count per Class

Class 1 - 21 Chairs ■  
Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

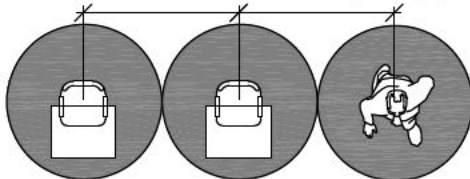
### Social Distance Space Requirements

Existing Room Desk Count (71)



6'-0"

Minimum Distance Instructor



1

Electrical and Computer Engineering Center - Room 100 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

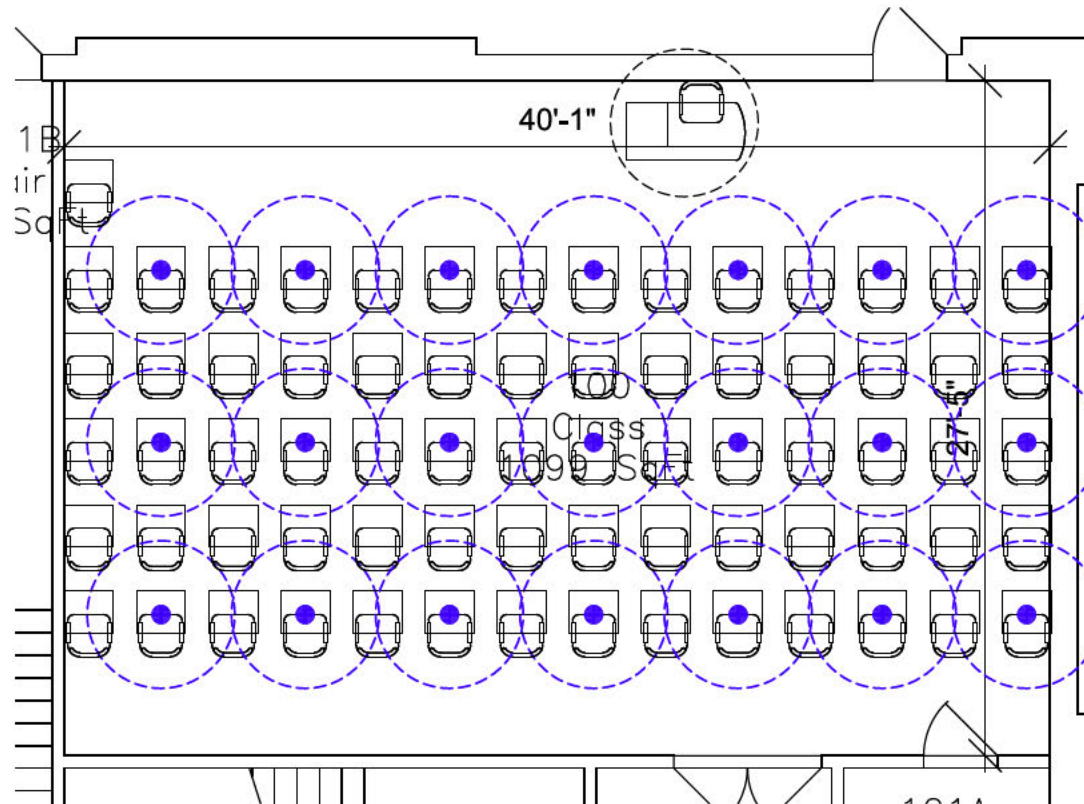
Class 1 - 21 Chairs ■

Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

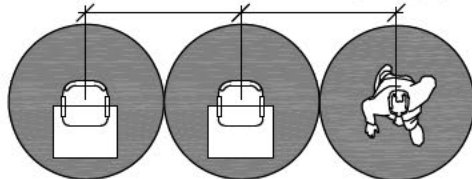
### Social Distance Space Requirements

Existing Room Desk Count (71)



6'-0"

Minimum Distance Instructor



2

Electrical and Computer Engineering Center - Room 100 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

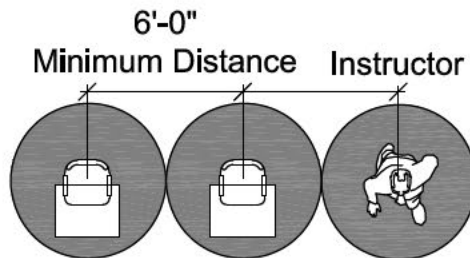
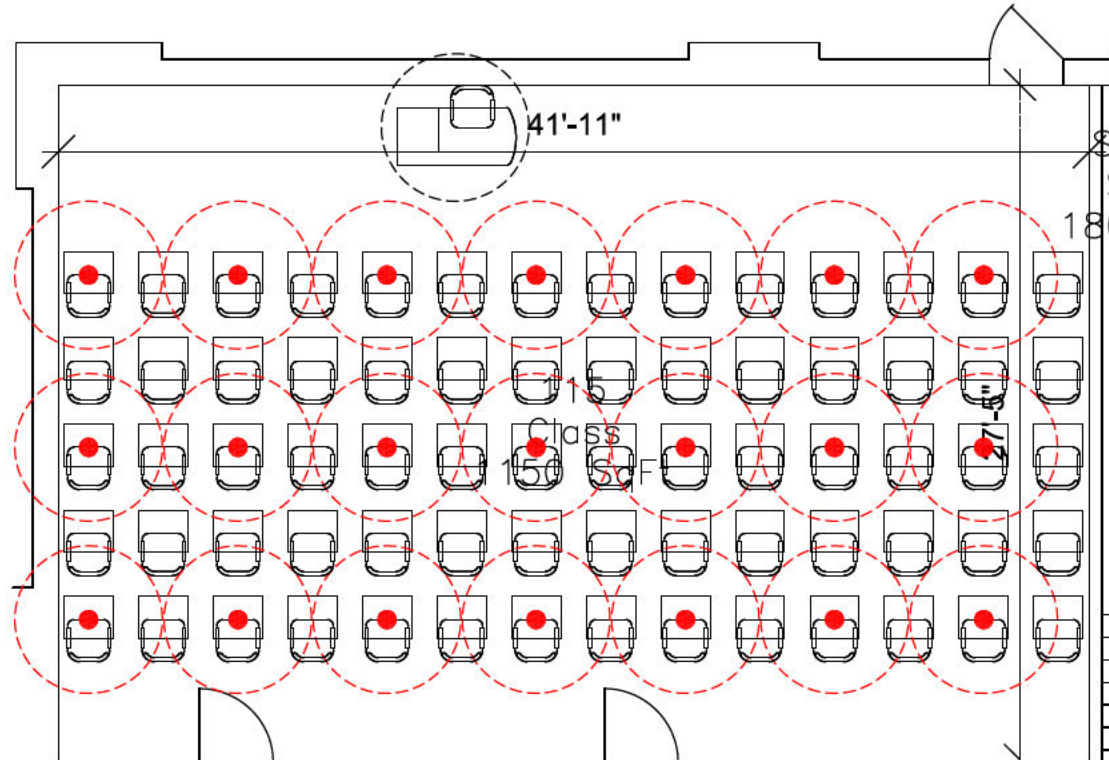
Class 1 - 21 Chairs ■

Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (70)



1 Electrical and Computer Engineering Center - Room 115 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

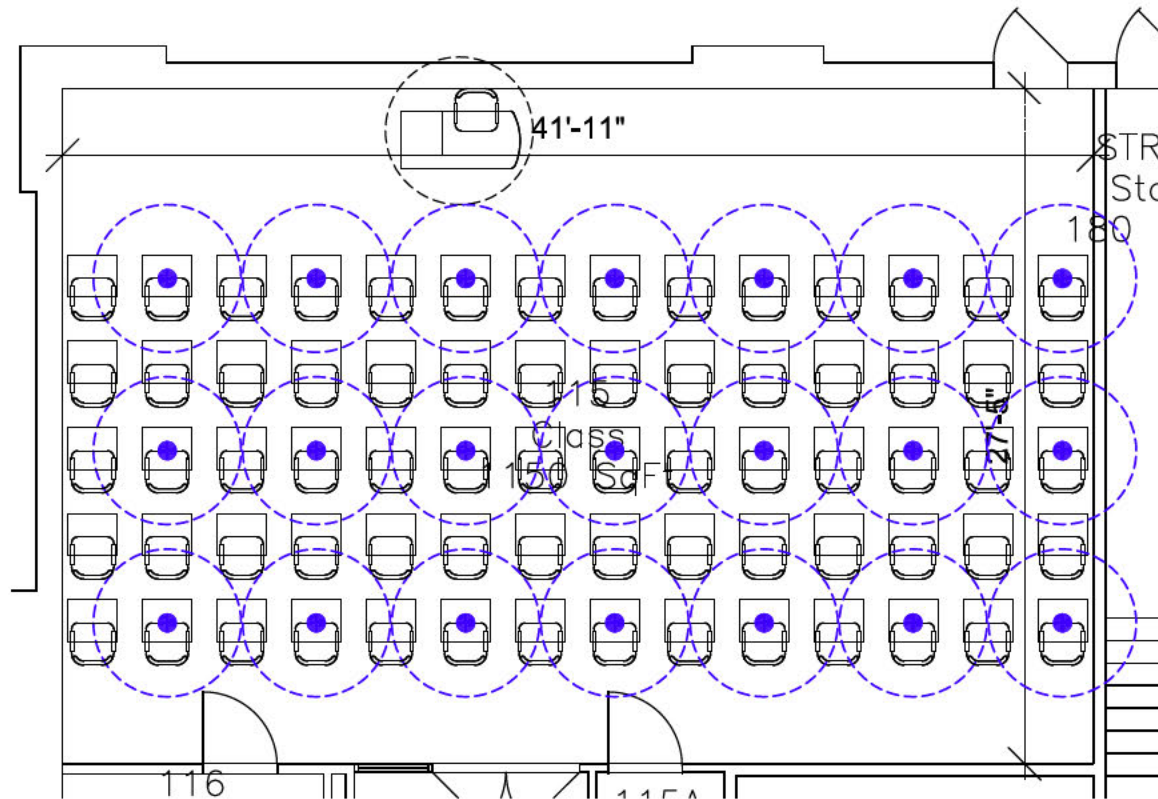
Class 1 - 21 Chairs ■

Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

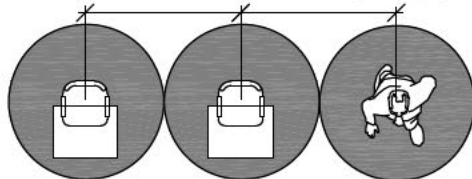
### Social Distance Space Requirements

Existing Room Desk Count (70)



6'-0"

Minimum Distance Instructor



2

Electrical and Computer Engineering Center - Room 115 - Class 2

SCALE: N.T.S



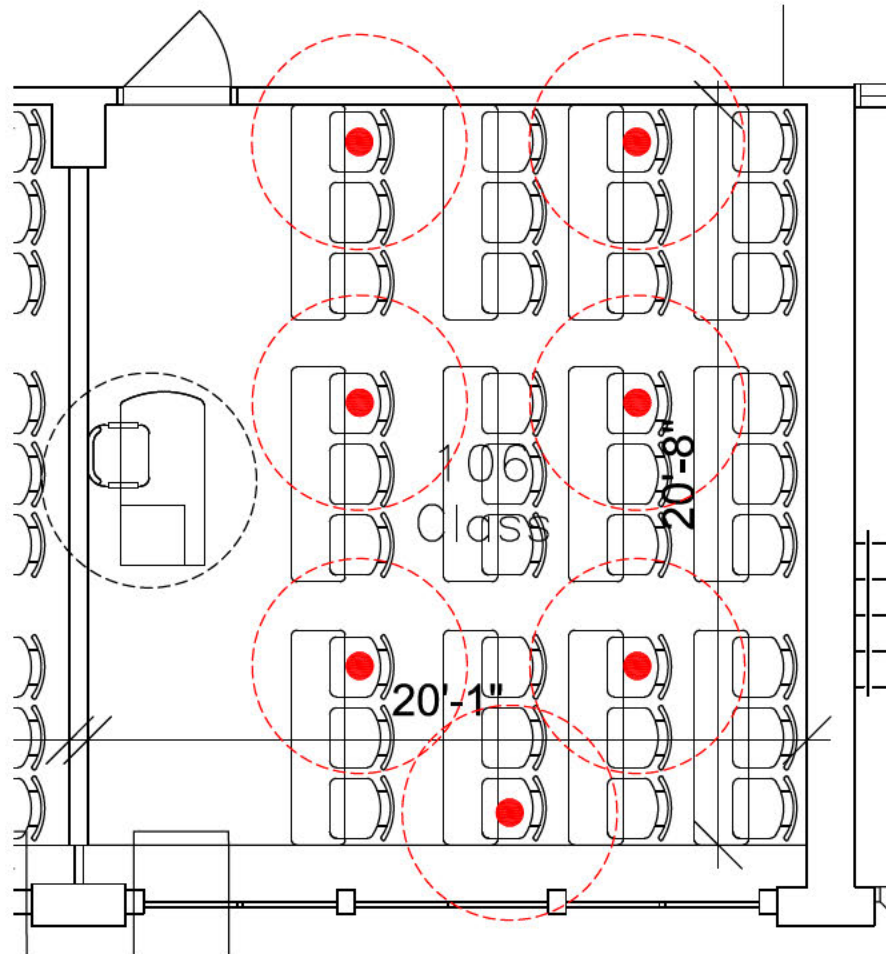
Proposed Modified  
Desk Count per Class

Class 1 - 7 Chairs ■  
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

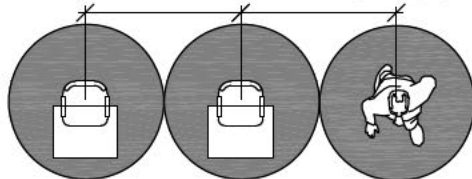
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 106 - Class 1

SCALE: N.T.S

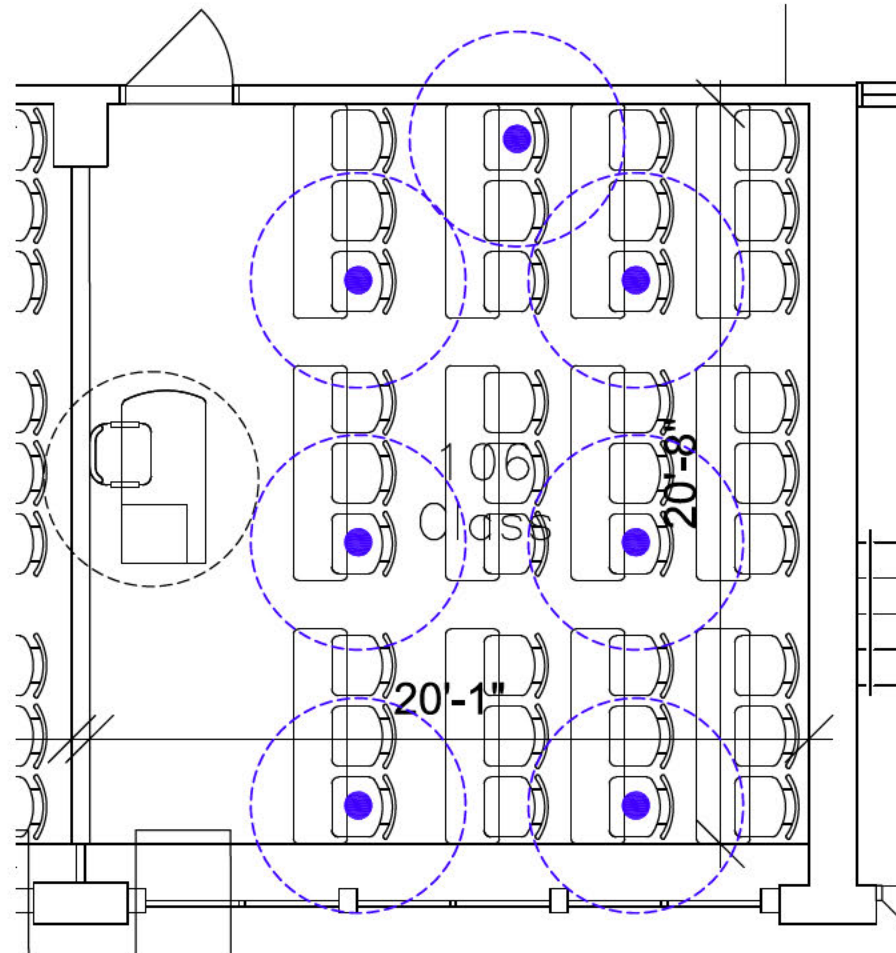
Proposed Modified  
Desk Count per Class

Class 1 - 7 Chairs ■  
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

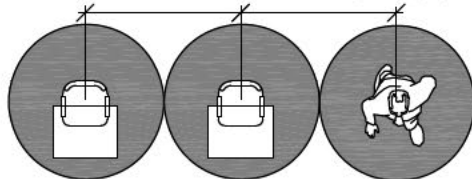
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 106 - Class 2

SCALE: N.T.S

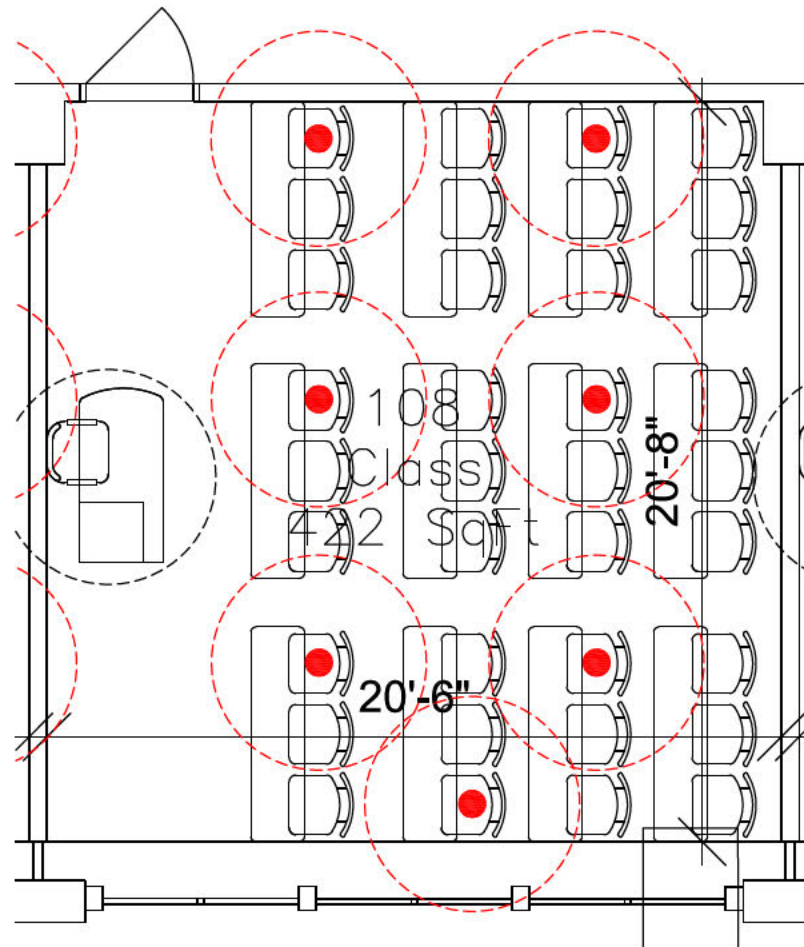
Proposed Modified  
Desk Count per Class

Class 1 - 7 Chairs ■  
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

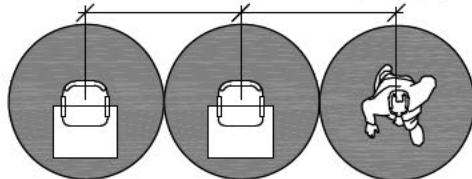
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 108 - Class 1

SCALE: N.T.S

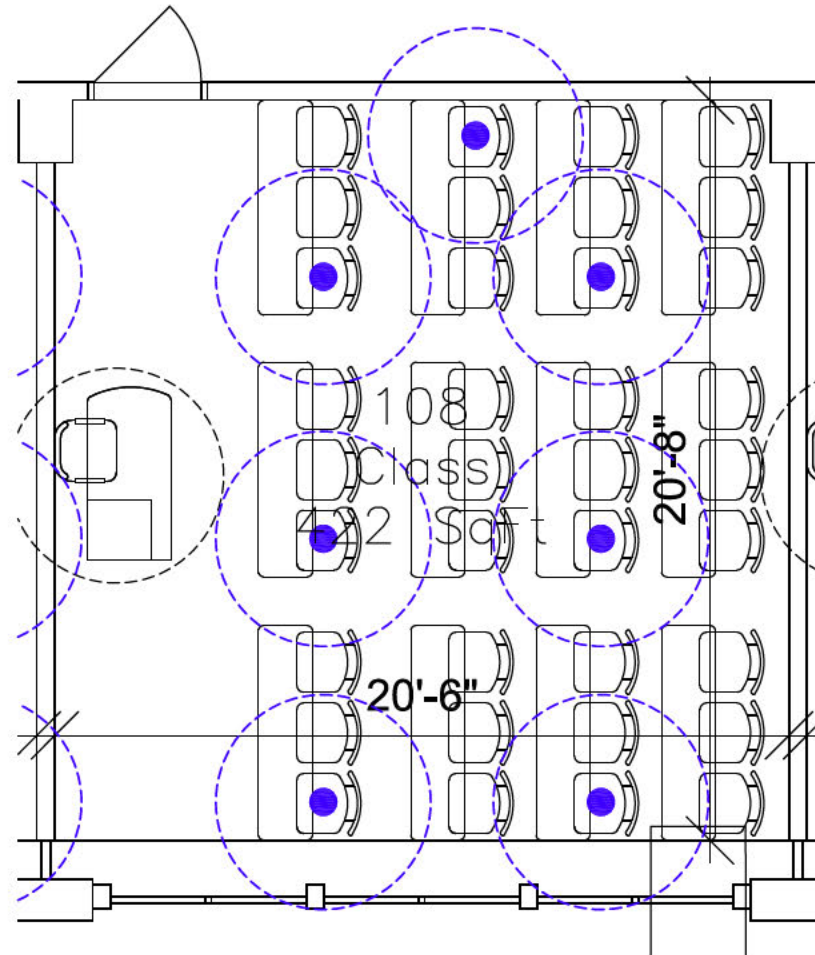
Proposed Modified  
Desk Count per Class

Class 1 - 7 Chairs ■  
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

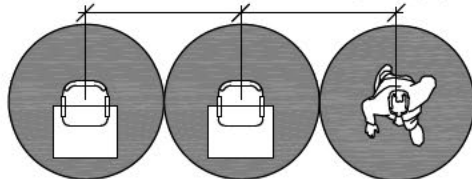
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 108 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

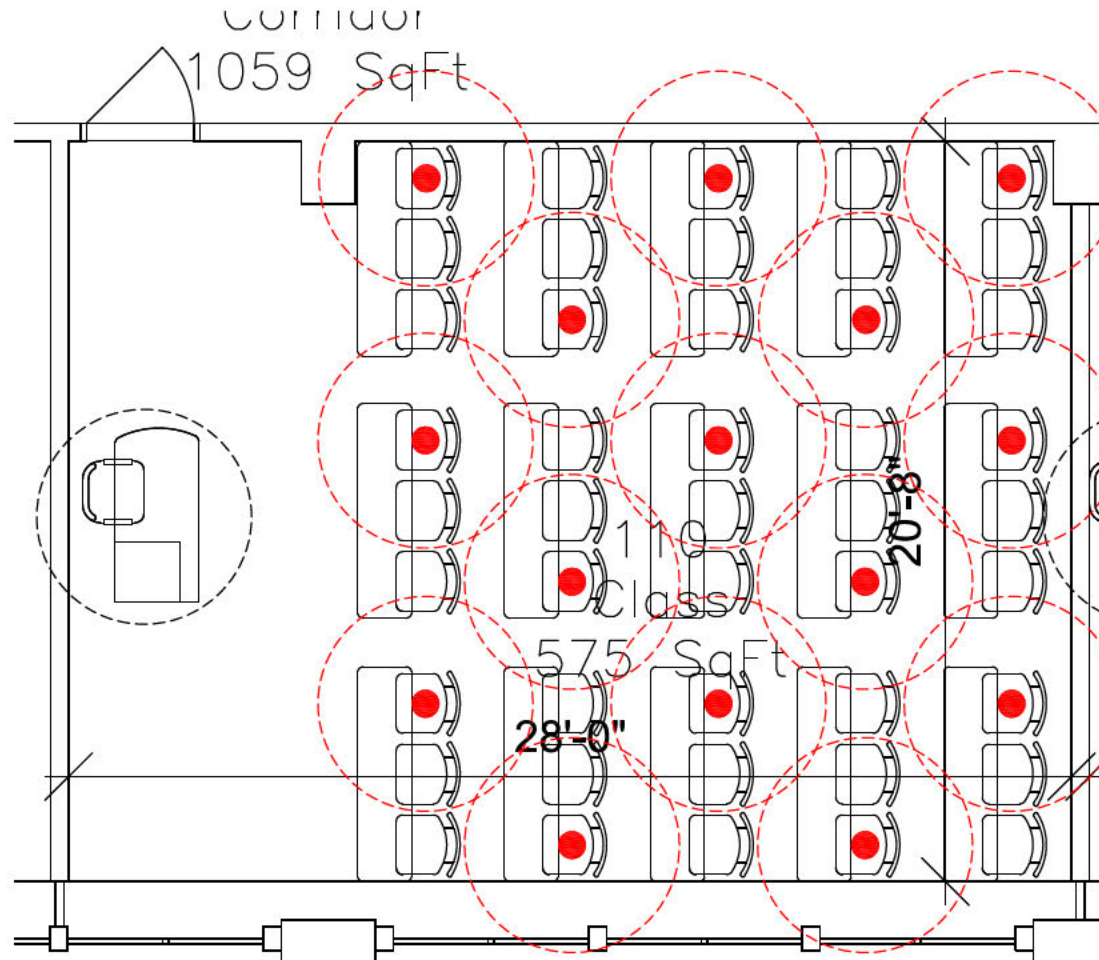
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

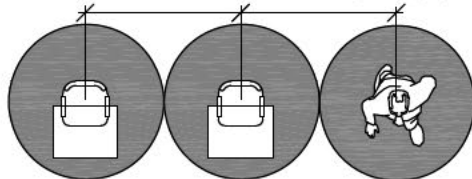
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 110 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

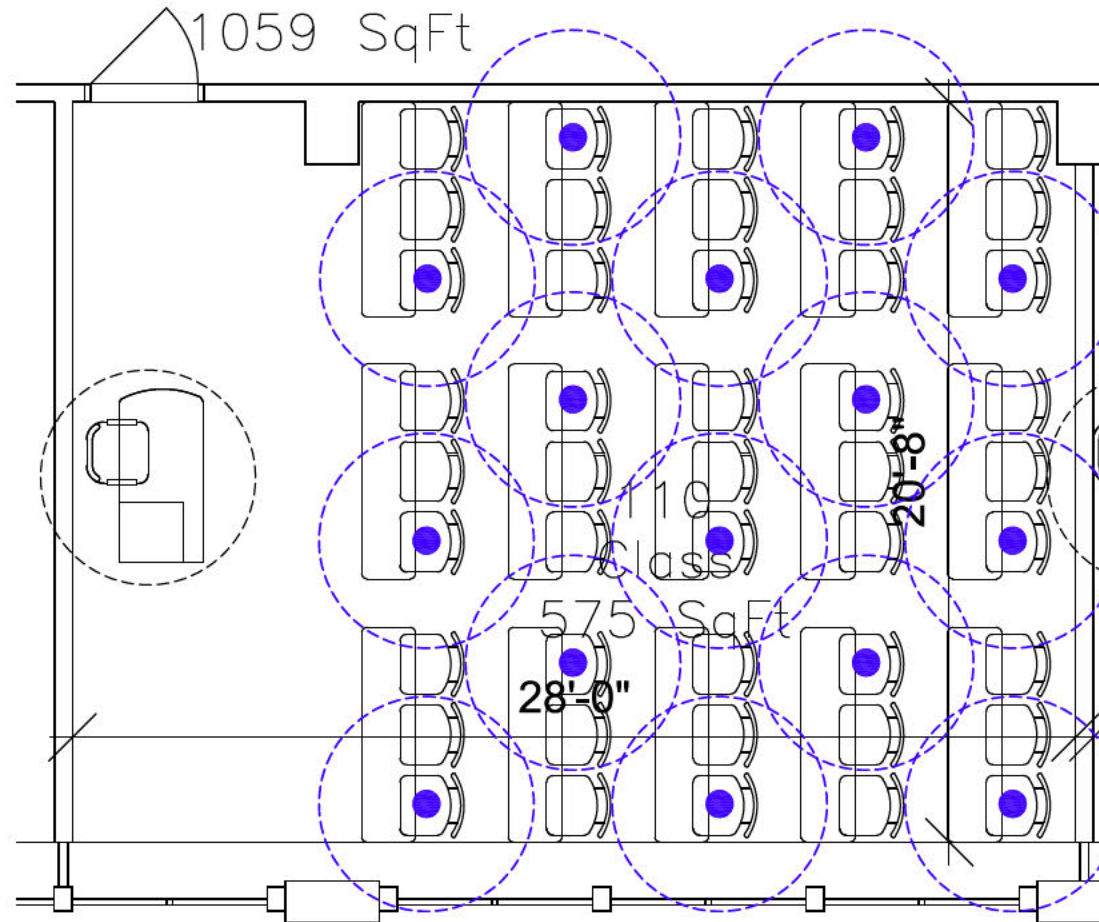
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

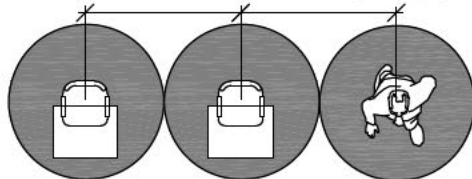
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 110 - Class 2

SCALE: N.T.S



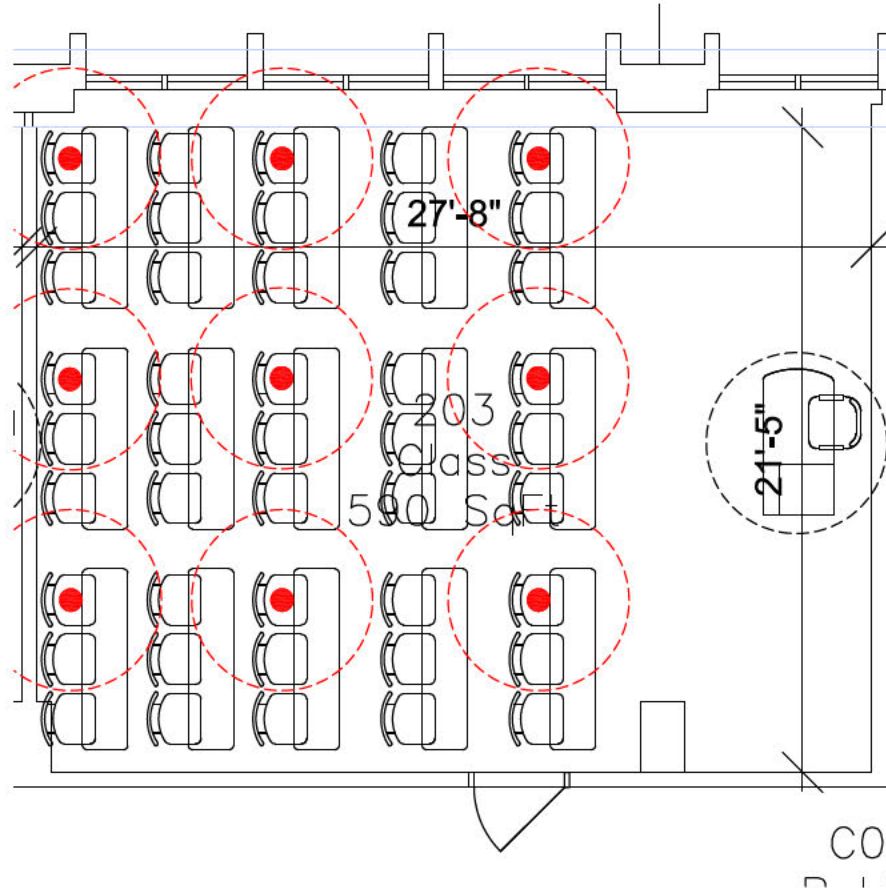
Proposed Modified  
Desk Count per Class

Class 1 - 9 Chairs ■  
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

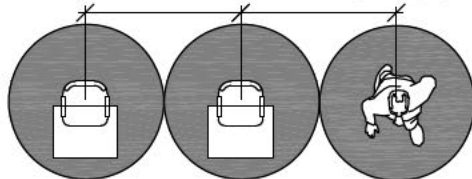
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 203 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

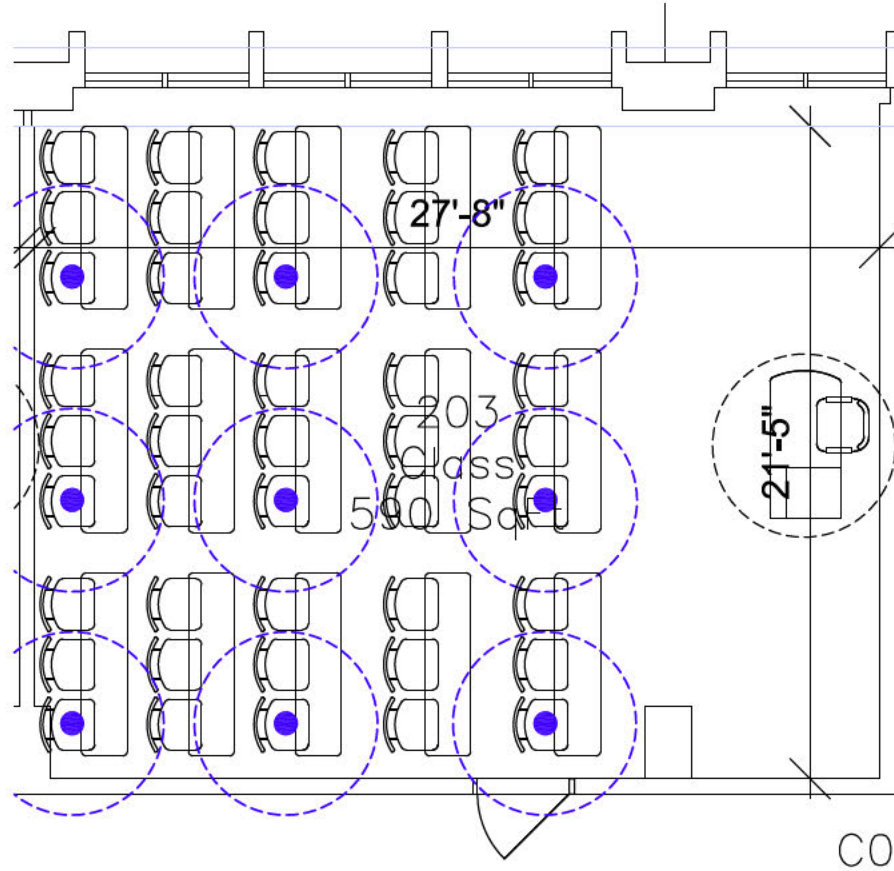
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

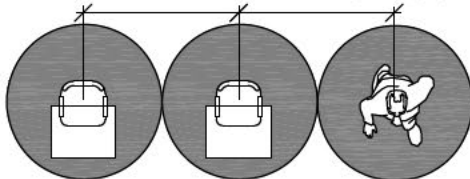
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

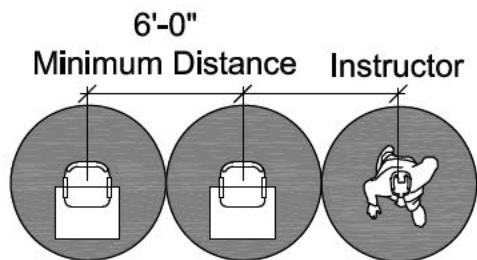
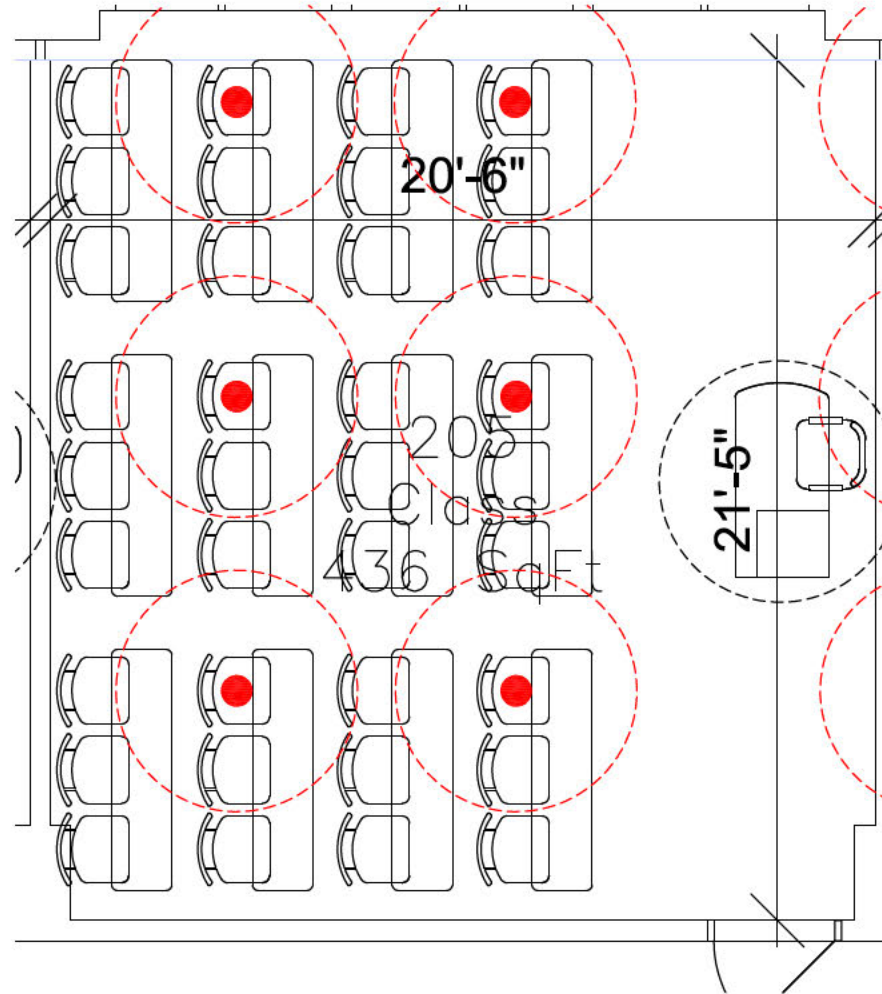
Faculty Memorial Hall - Room 203 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 6 Chairs ■  
 Class 2 - 6 Chairs ■  
 Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 205 - Class 1  
 SCALE: N.T.S

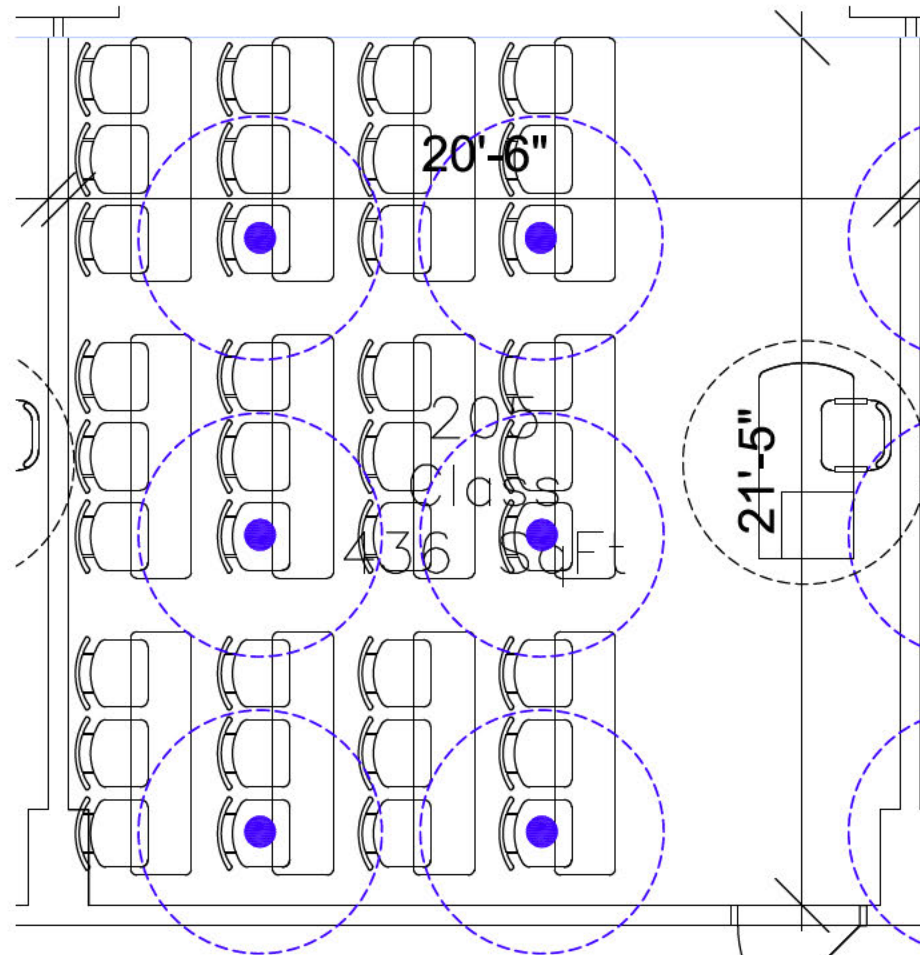
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

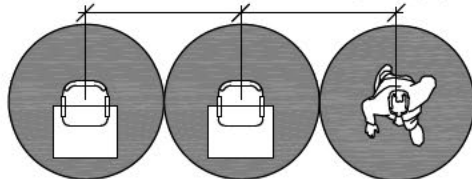
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 205 - Class 2

SCALE: N.T.S



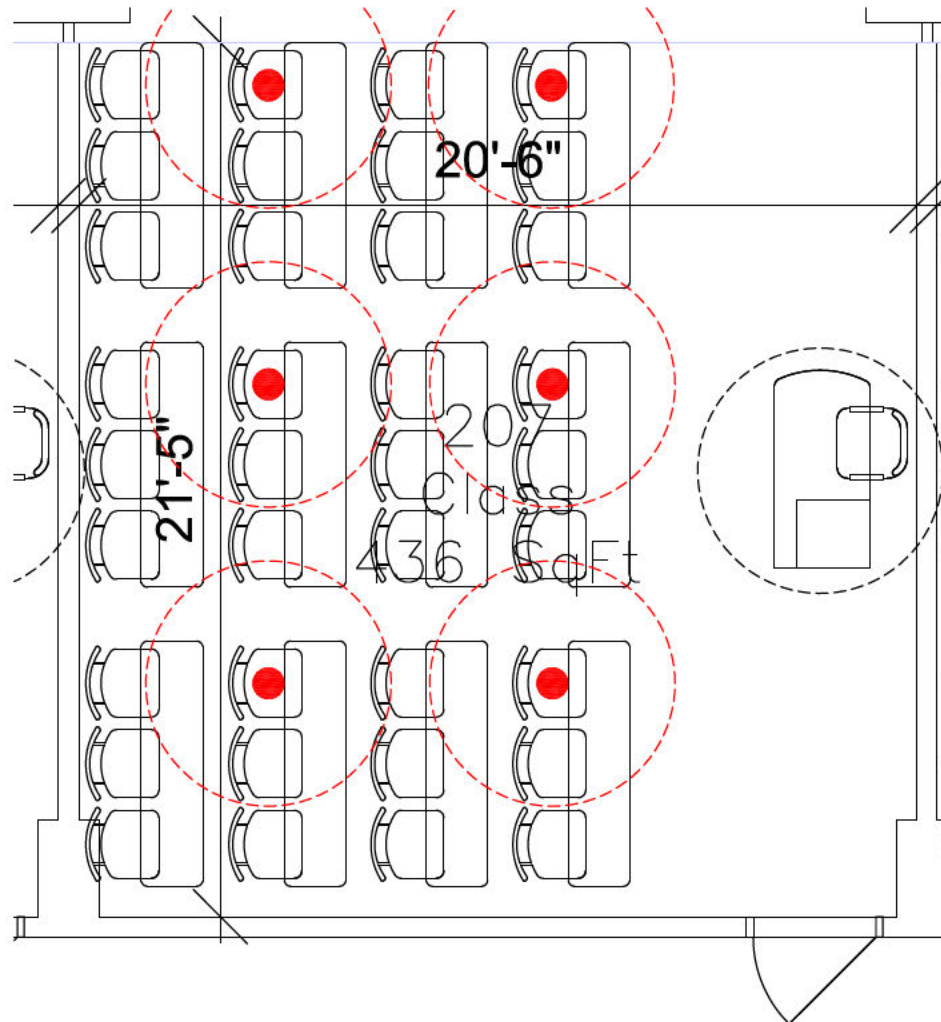
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

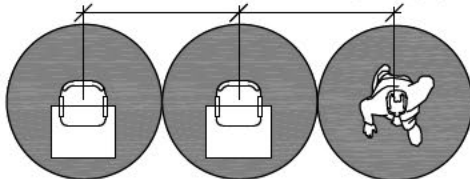
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 207 - Class 1  
SCALE: N.T.S

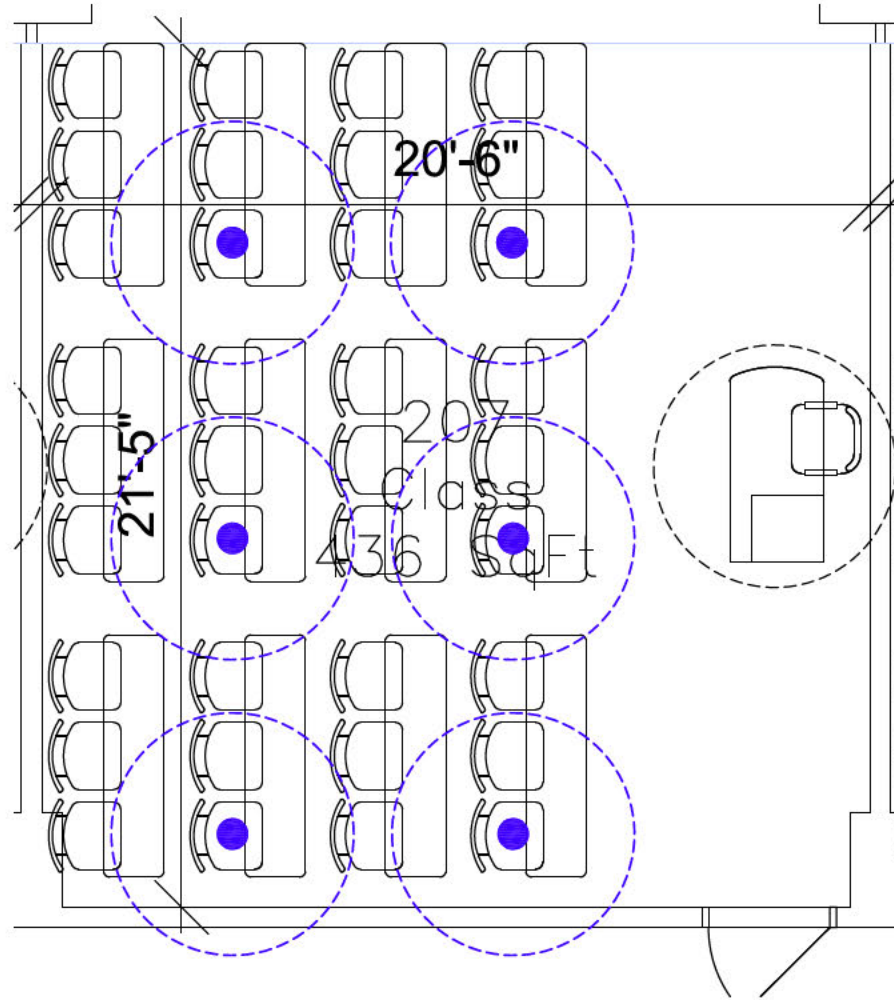
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

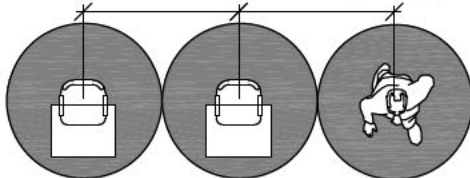
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 207 - Class 2

SCALE: N.T.S



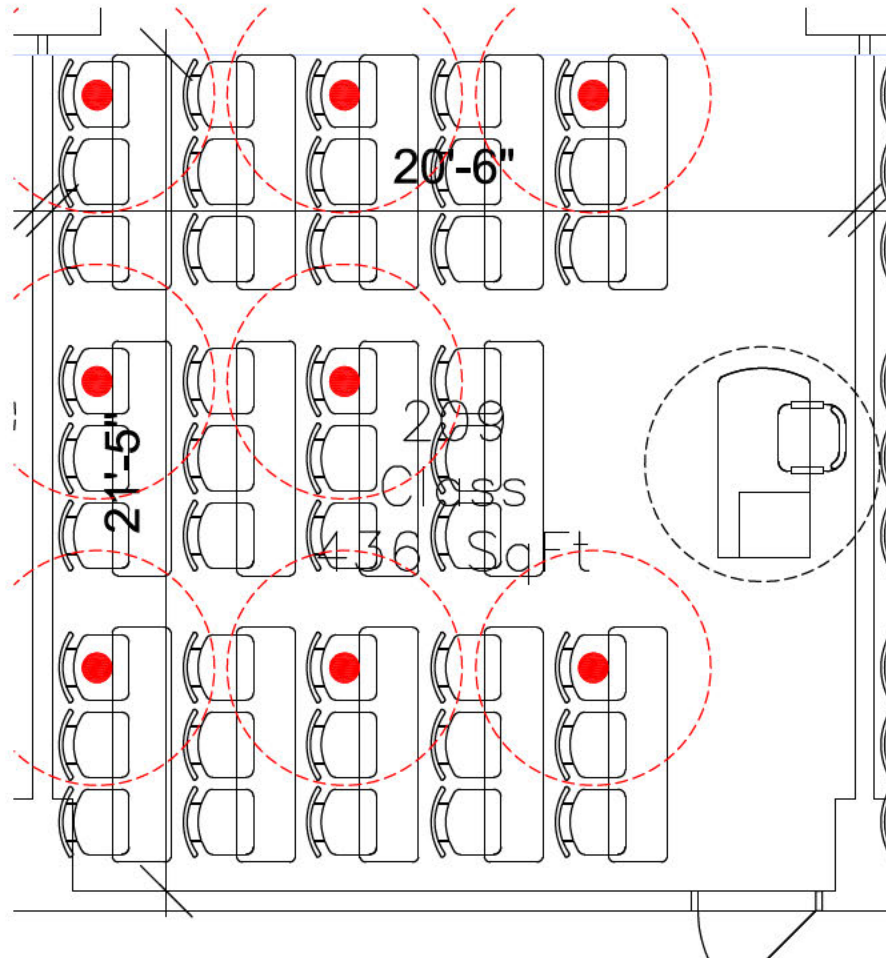
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

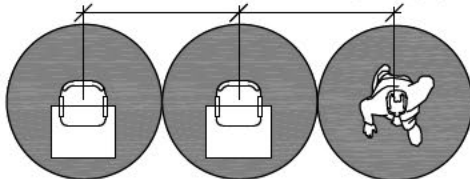
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 209 - Class 1  
SCALE: N.T.S

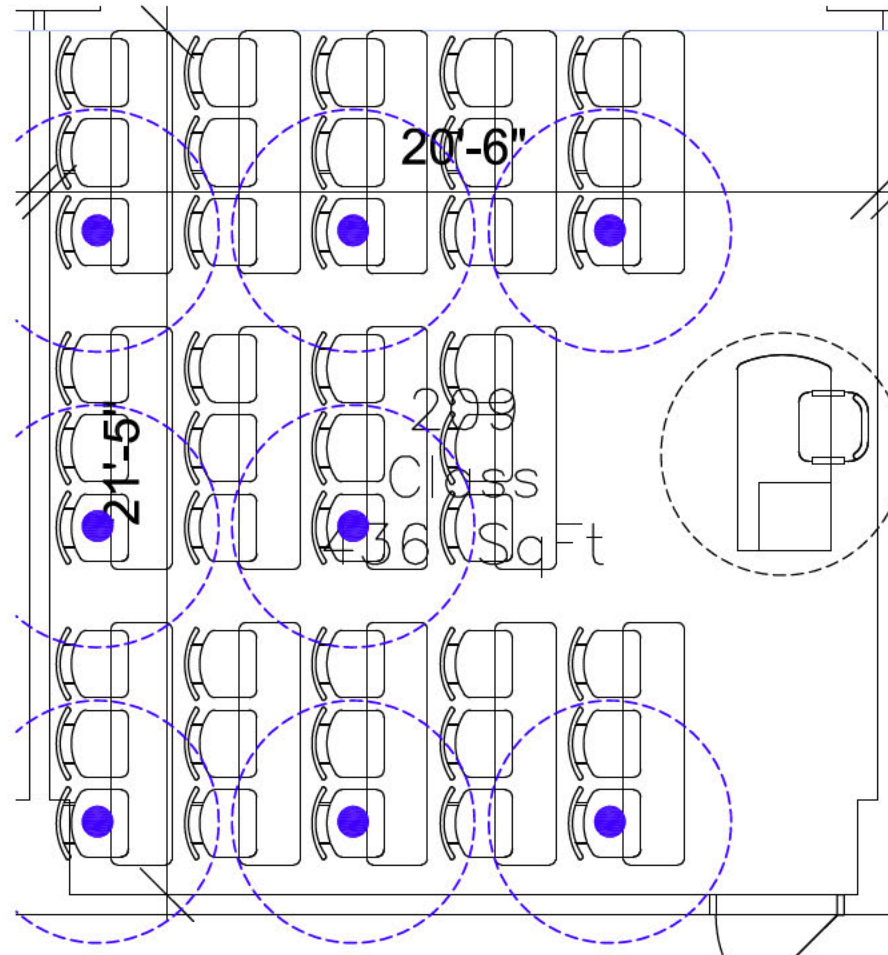
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

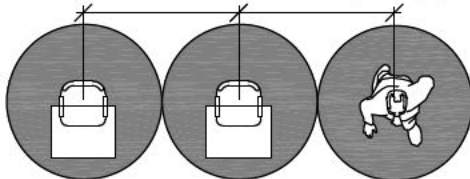
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2

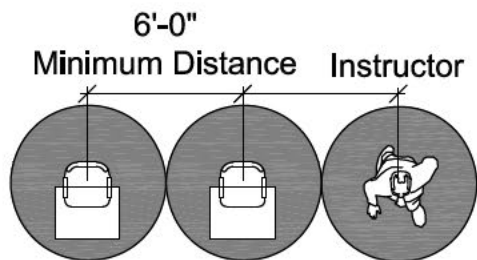
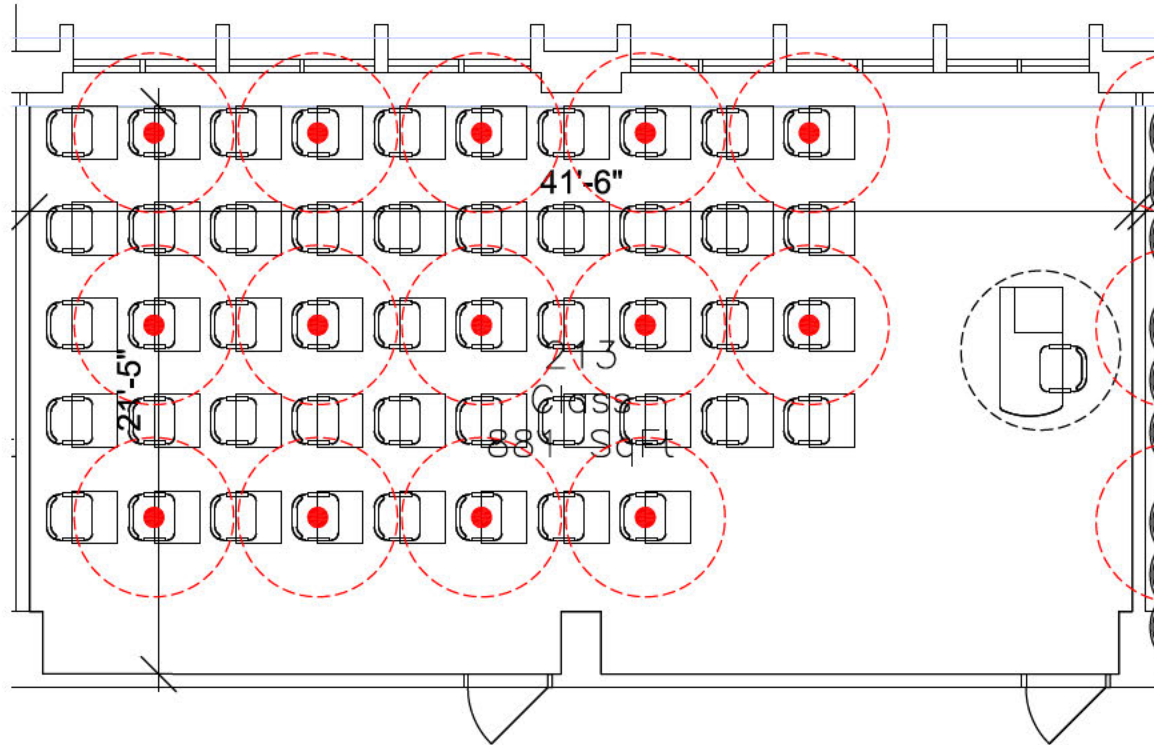
Faculty Memorial Hall - Room 209 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 14 Chairs ■  
 Class 2 - 14 Chairs ■  
 Total - 28 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (48)



1 Faculty Memorial Hall - Room 213 - Class 1  
 SCALE: N.T.S

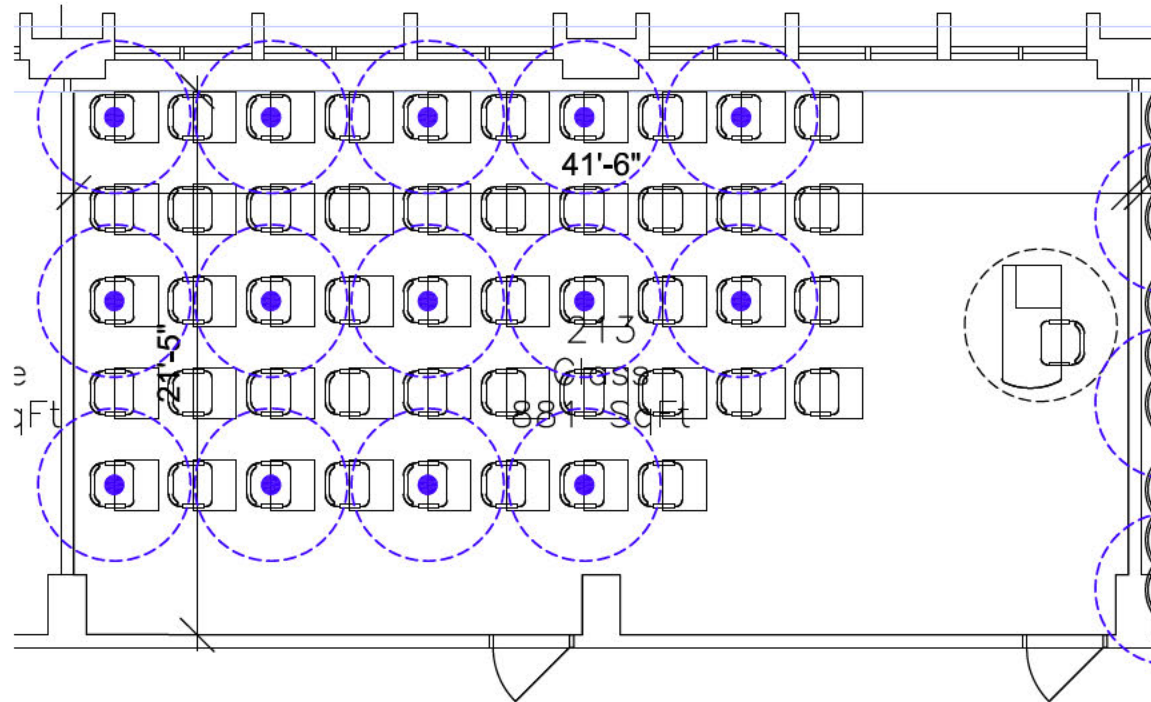
Proposed Modified  
Desk Count per Class

Class 1 - 14 Chairs ■  
Class 2 - 14 Chairs ■

Total - 28 Safe Chairs

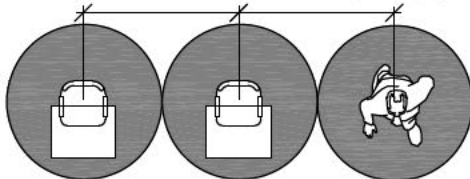
### Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 213 - Class 2

SCALE: N.T.S



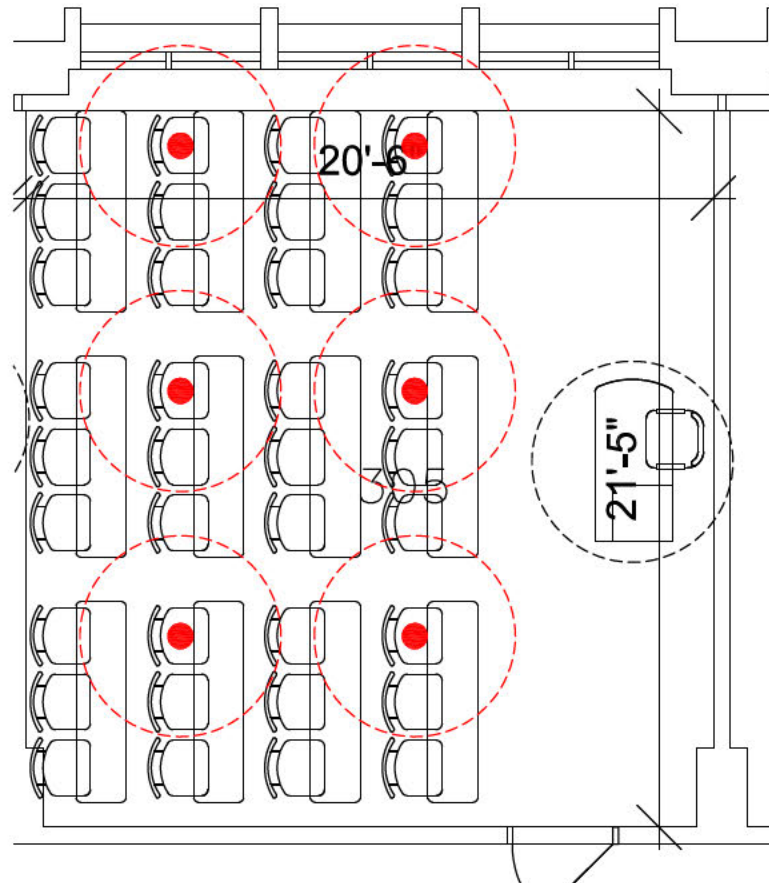
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

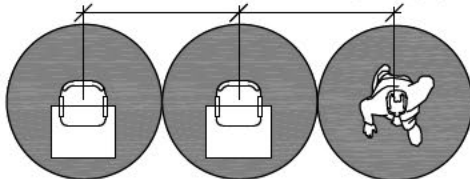
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 305 - Class 1

SCALE: N.T.S

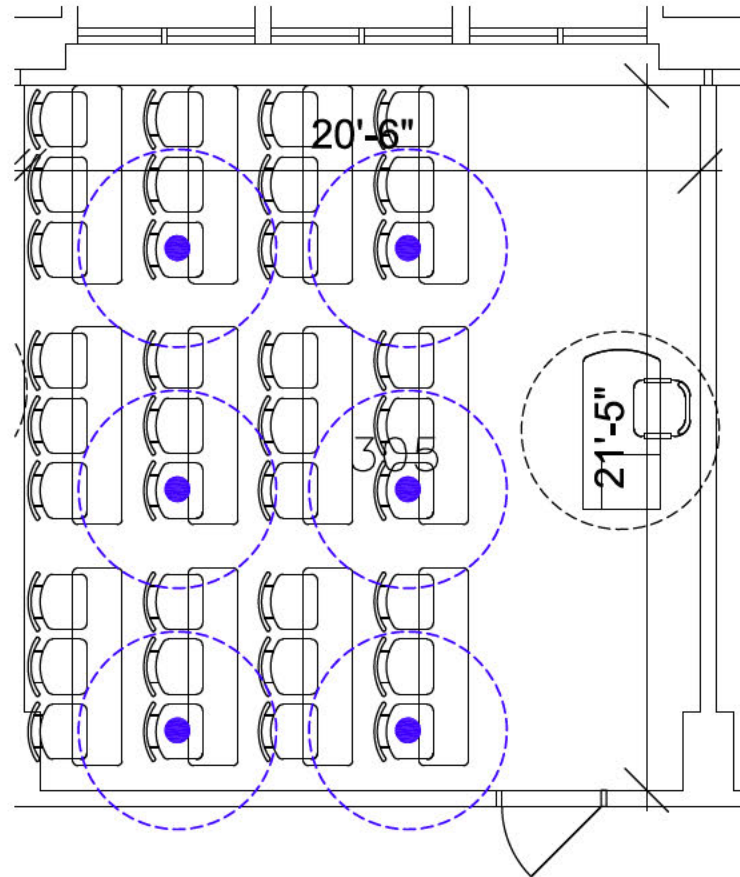
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

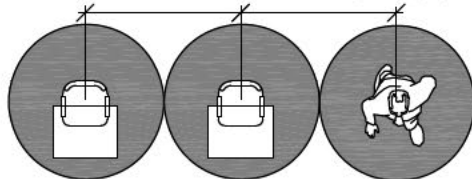
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 305 - Class 2

SCALE: N.T.S



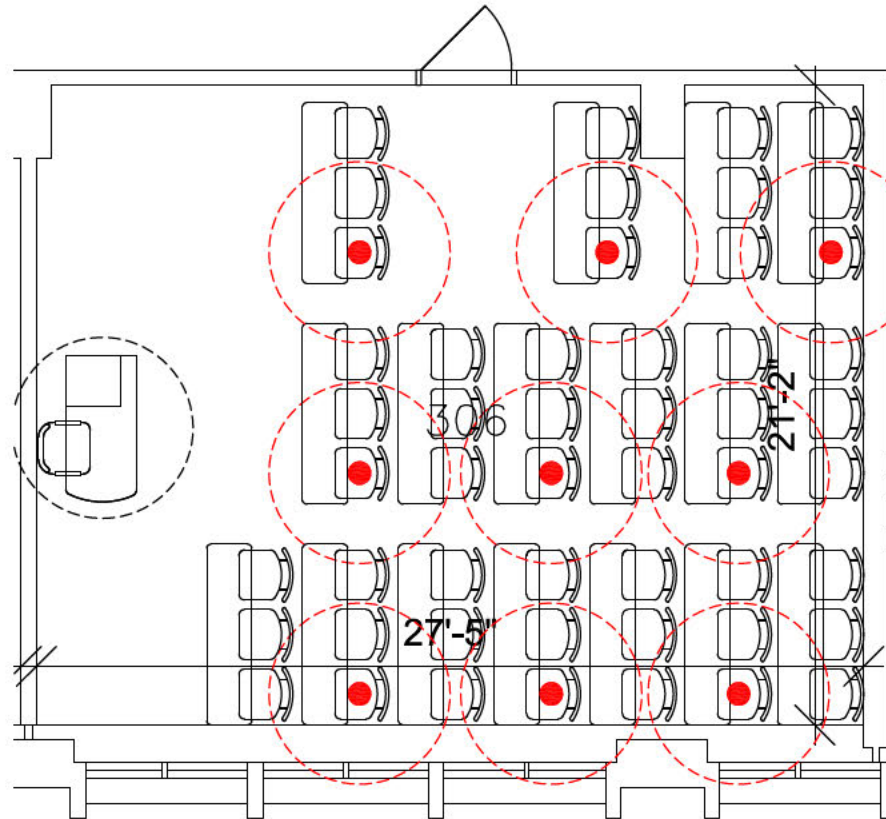
Proposed Modified  
Desk Count per Class

Class 1 - 9 Chairs ■  
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

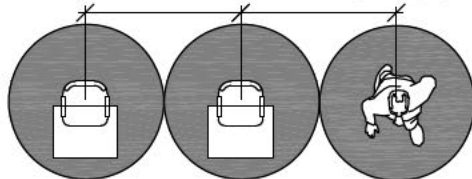
### Social Distance Space Requirements

Existing Room Desk Count (51)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 306 - Class 1

SCALE: N.T.S

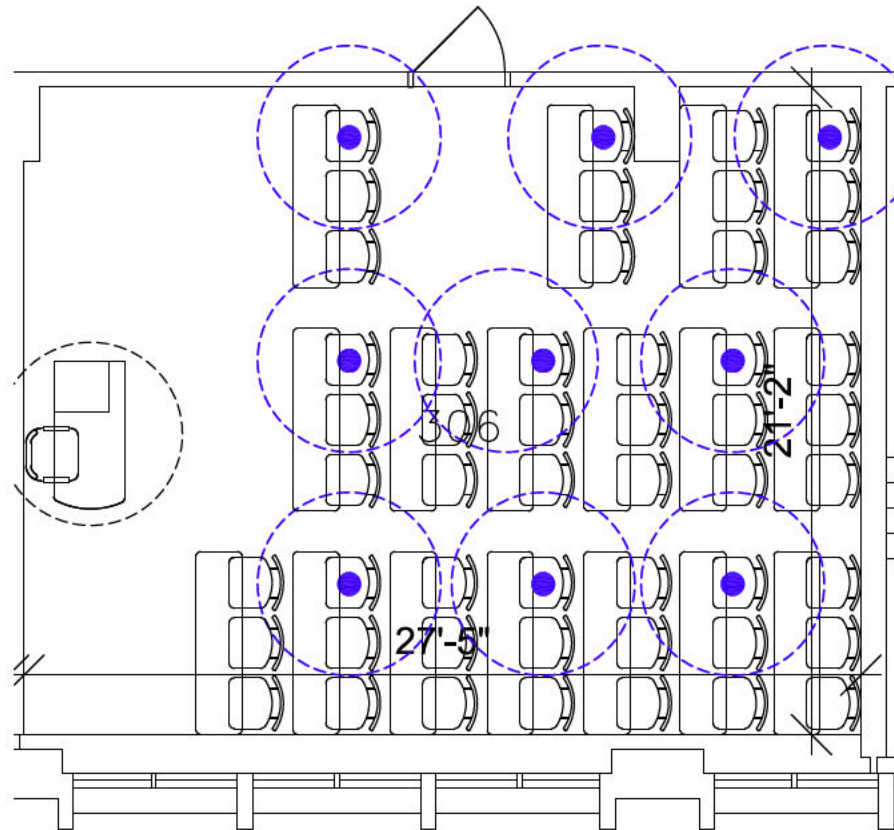
Proposed Modified  
Desk Count per Class

Class 1 - 9 Chairs ■  
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

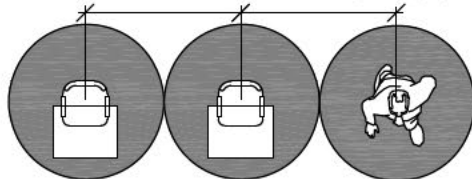
### Social Distance Space Requirements

Existing Room Desk Count (51)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 306 - Class 2

SCALE: N.T.S

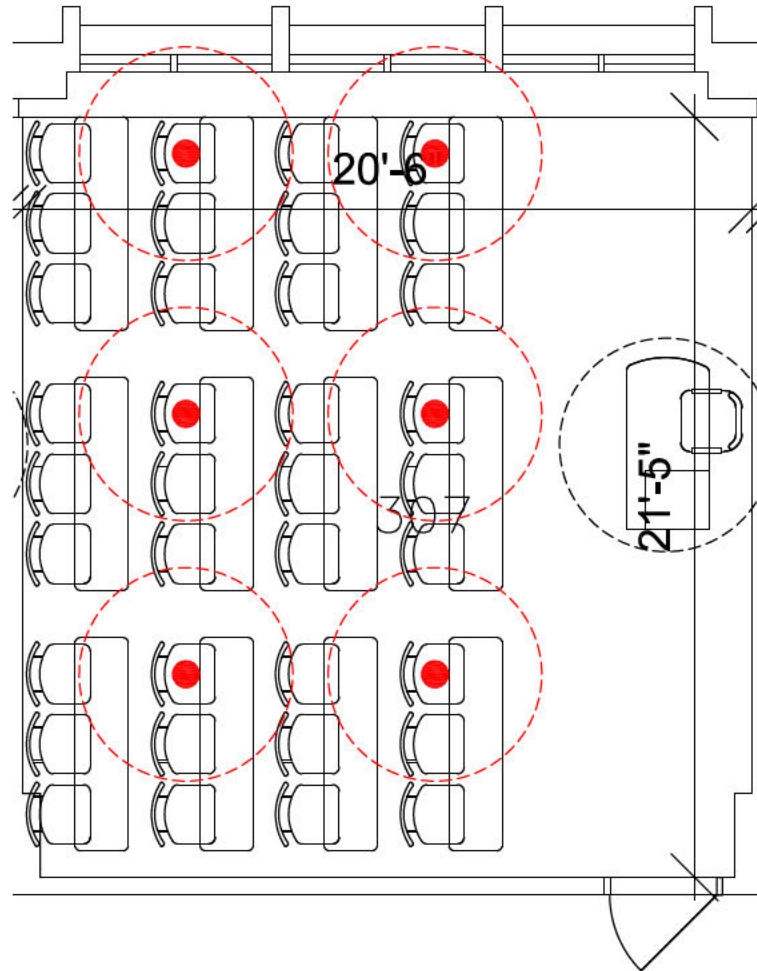
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

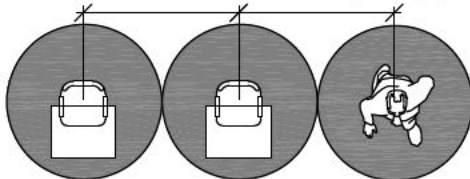
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 307 - Class 1

SCALE: N.T.S

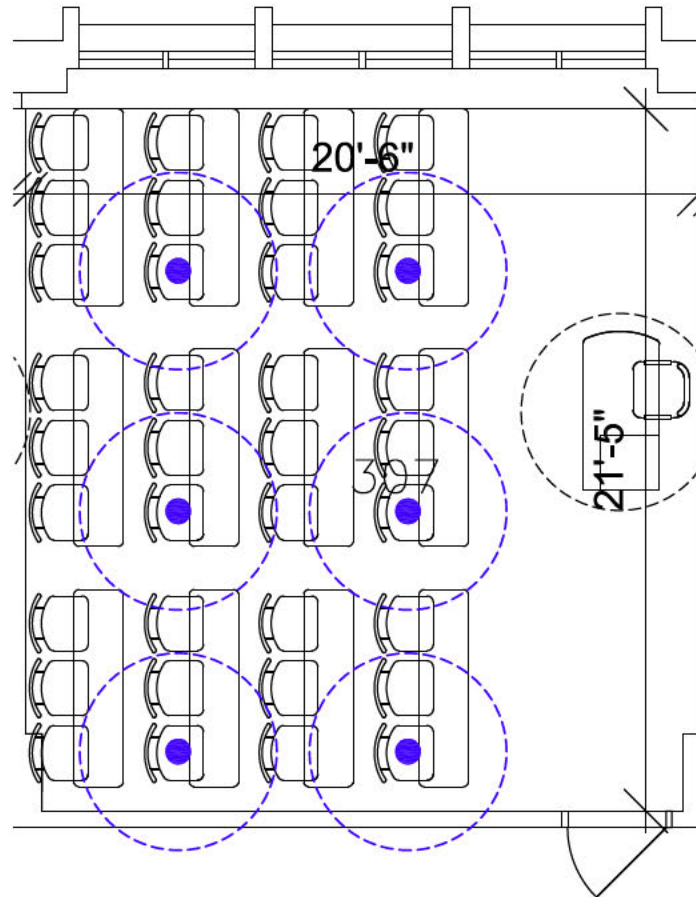
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

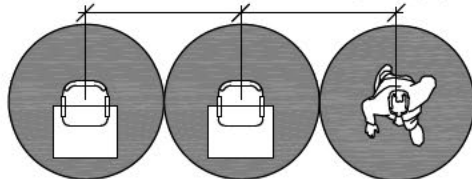
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 307 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

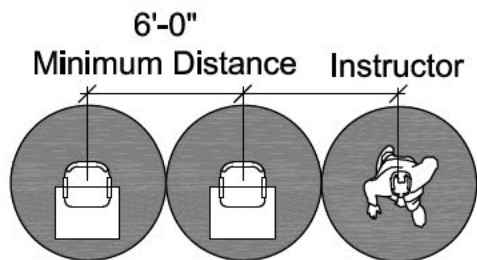
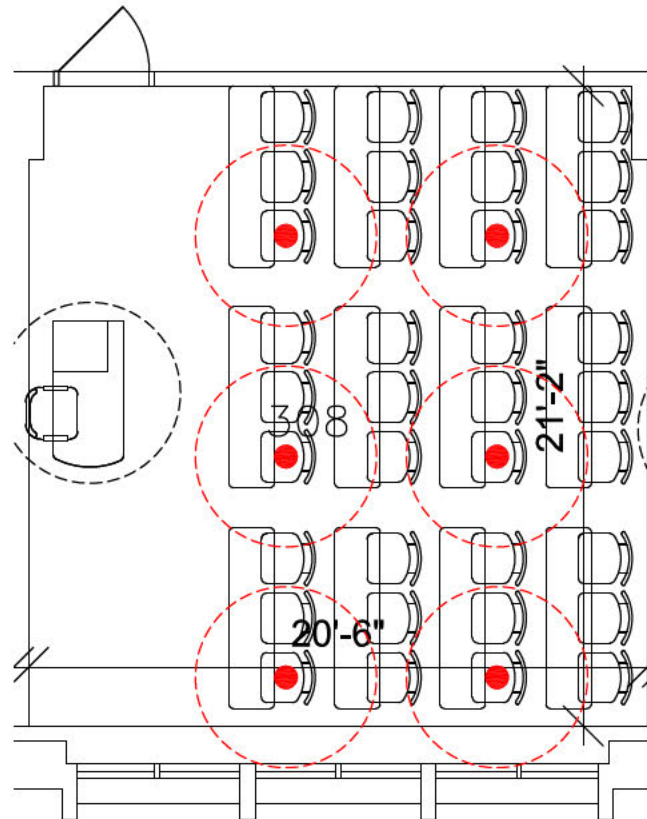
Class 1 - 6 Chairs ■

Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 308 - Class 1  
SCALE: N.T.S

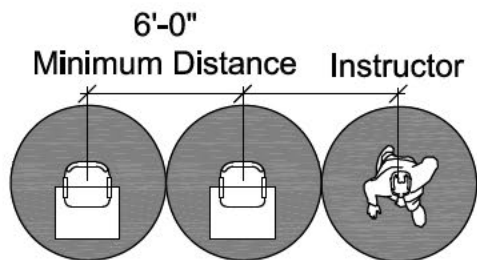
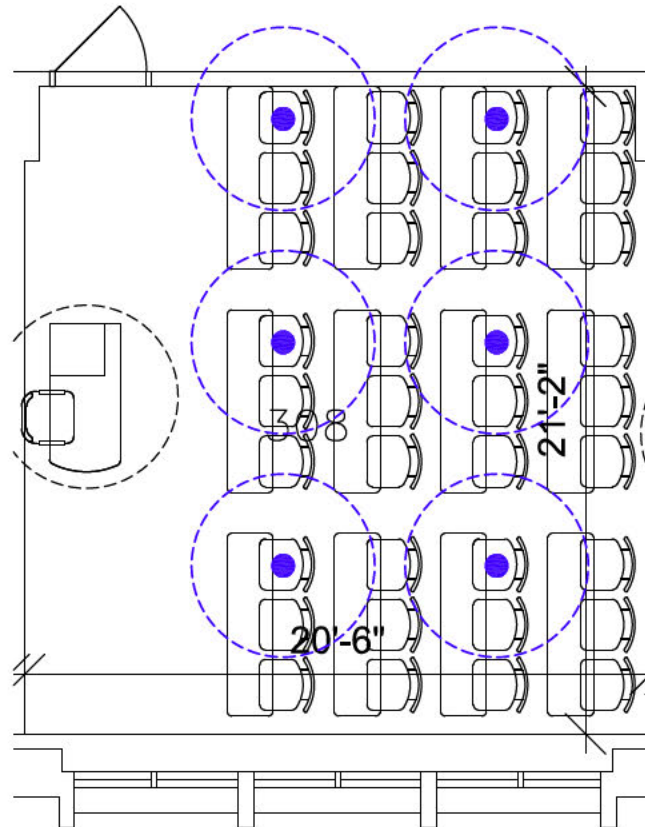
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



2

Faculty Memorial Hall - Room 308 - Class 2

SCALE: N.T.S



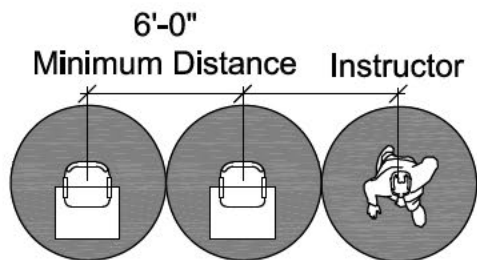
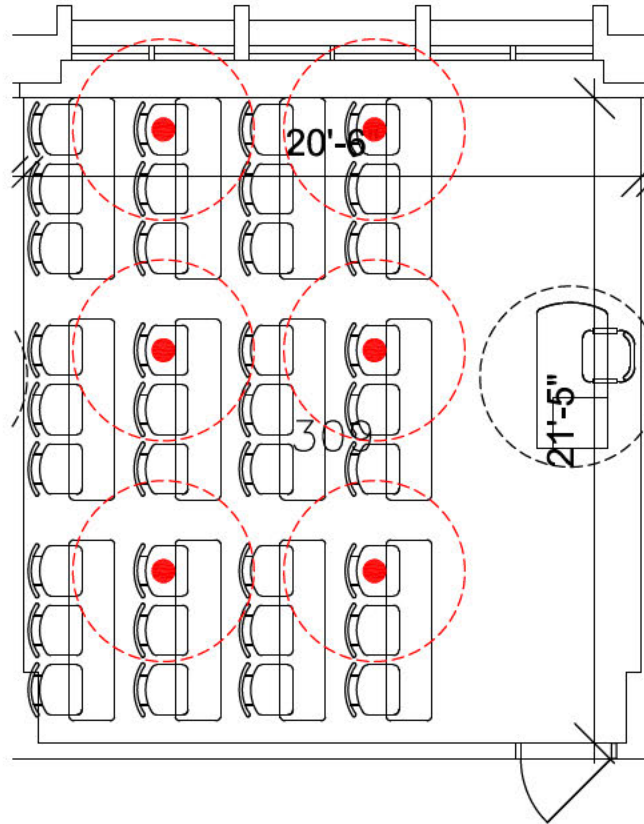
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1

Faculty Memorial Hall - Room 309 - Class 1

SCALE: N.T.S

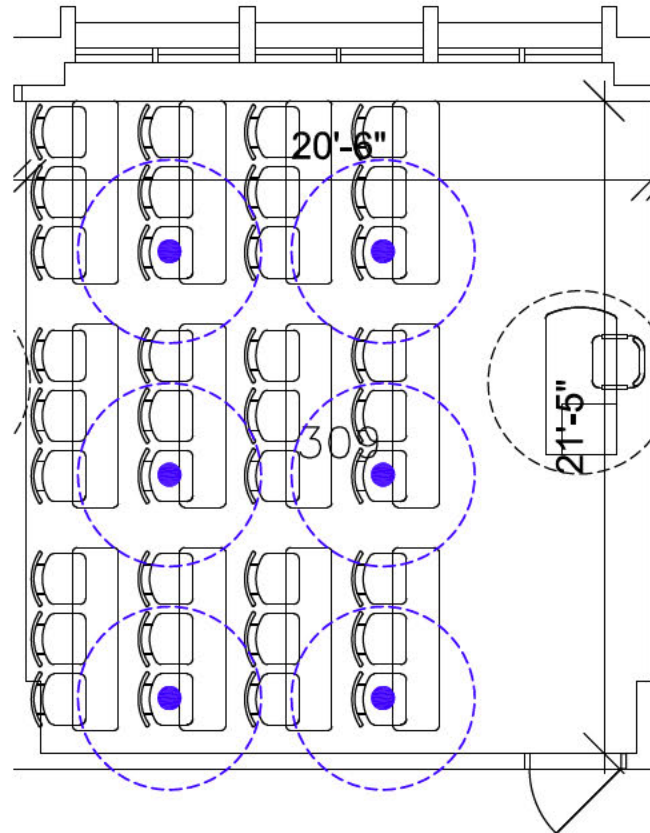
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

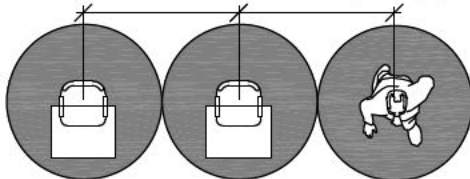
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 309 - Class 2

SCALE: N.T.S

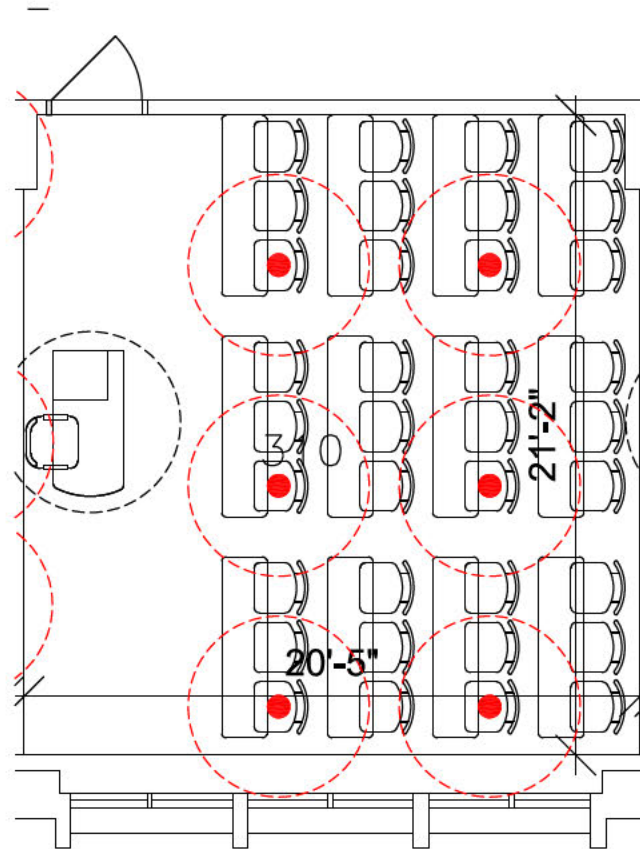
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

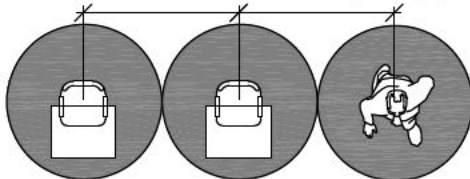
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 310 - Class 1  
SCALE: N.T.S

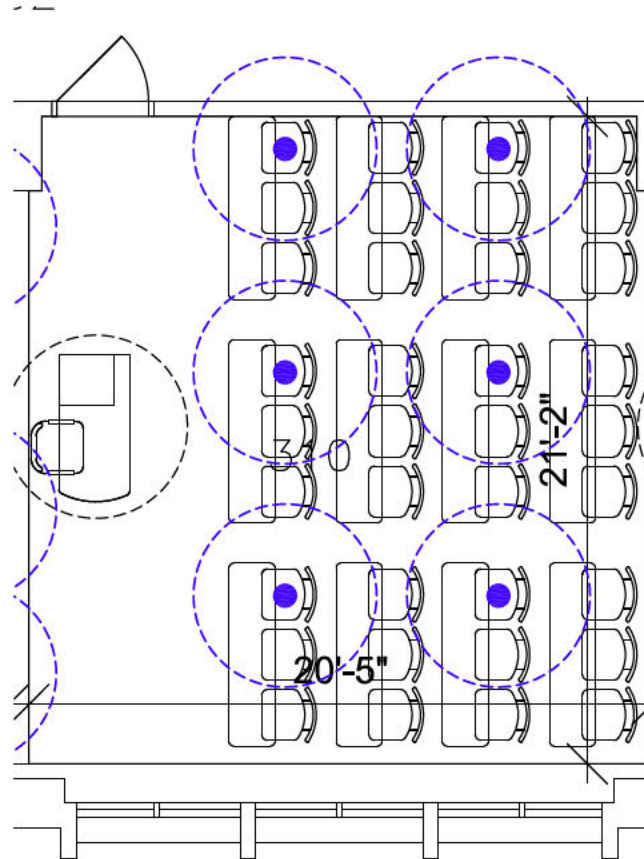
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

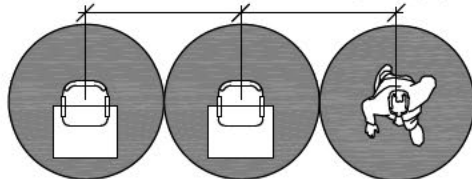
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 310 - Class 2

SCALE: N.T.S

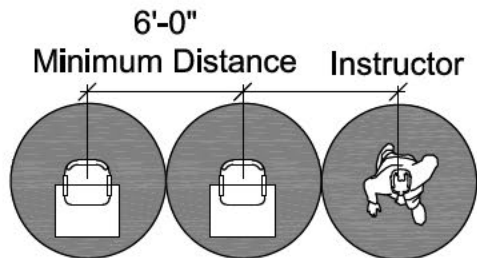
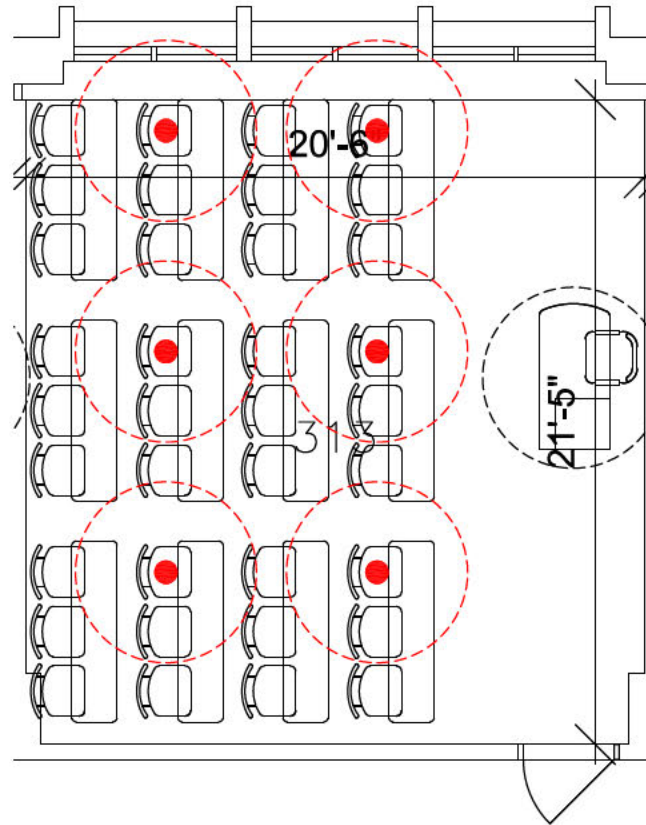
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 313 - Class 1  
SCALE: N.T.S



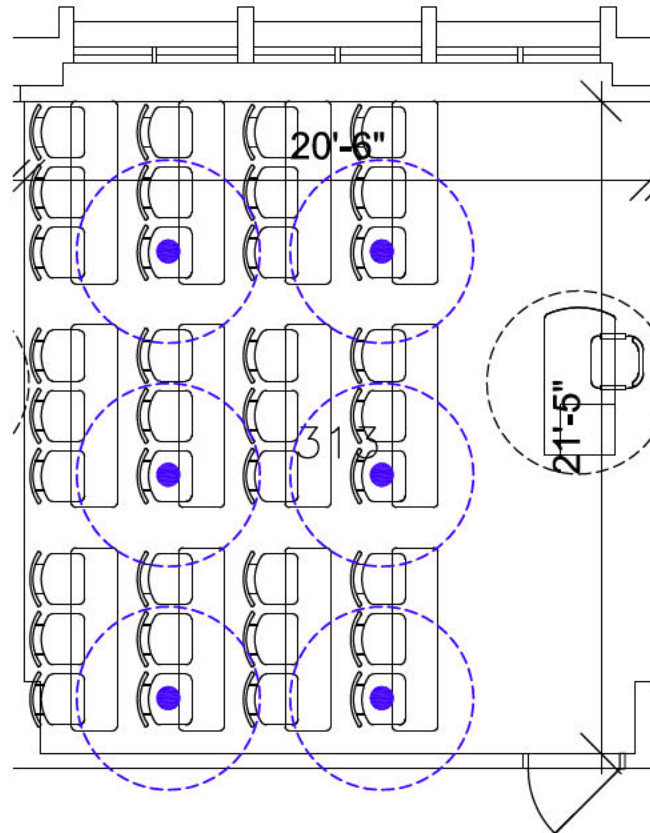
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

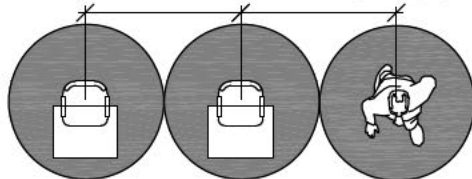
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 313 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

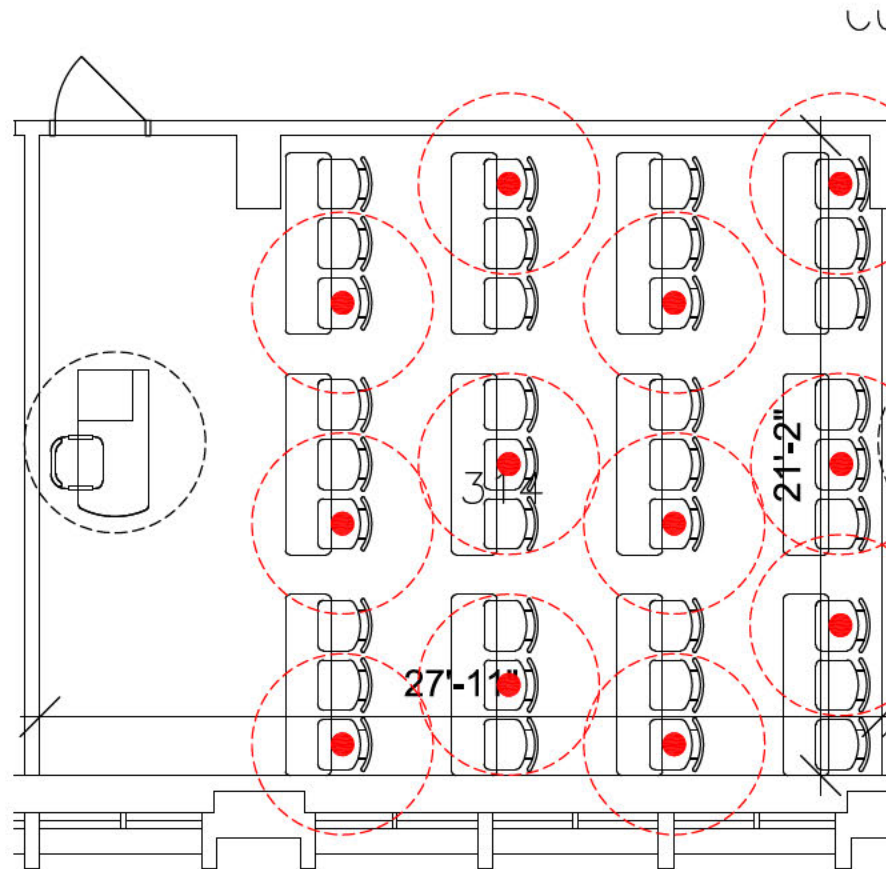
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

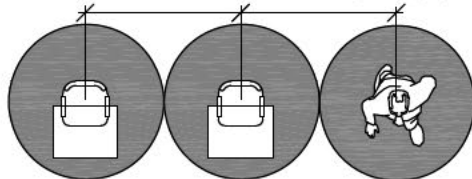
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 314 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

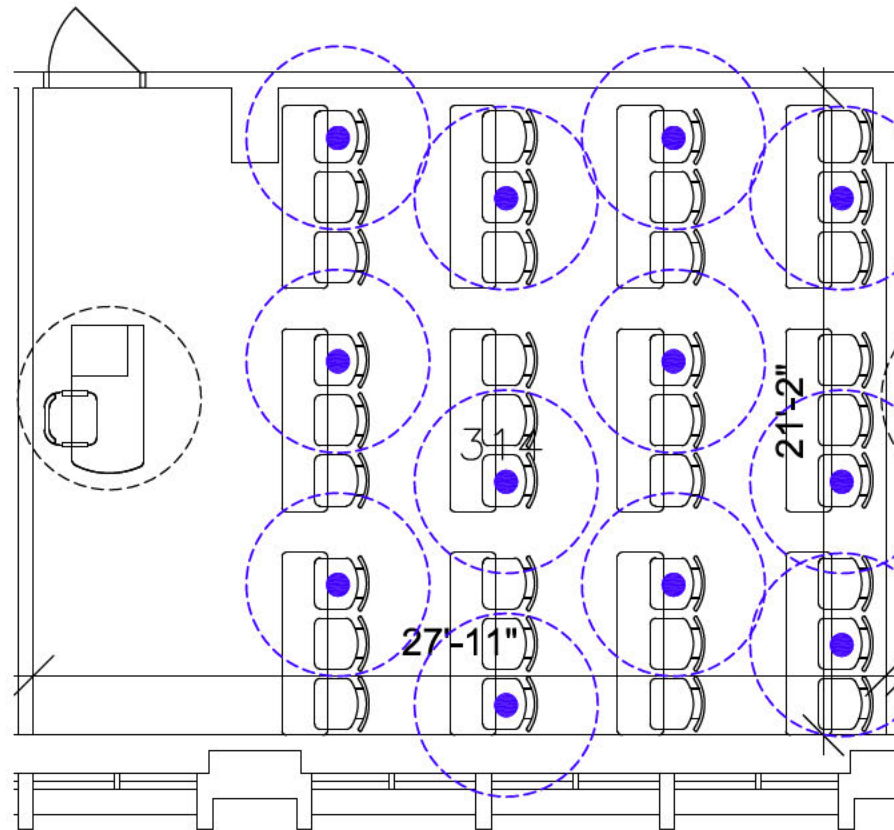
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

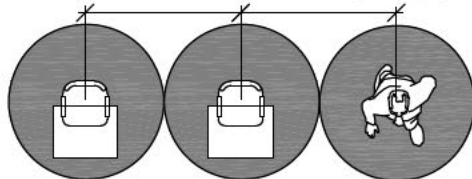
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 314 - Class 2

SCALE: N.T.S

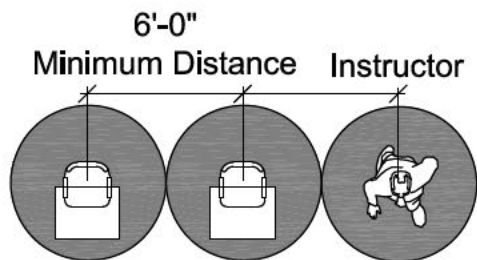
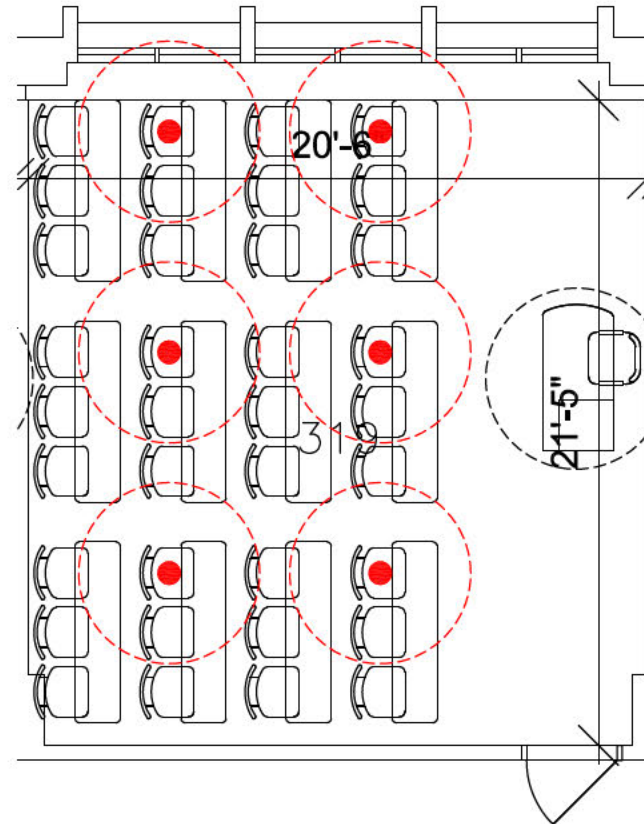
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 319 - Class 1  
SCALE: N.T.S

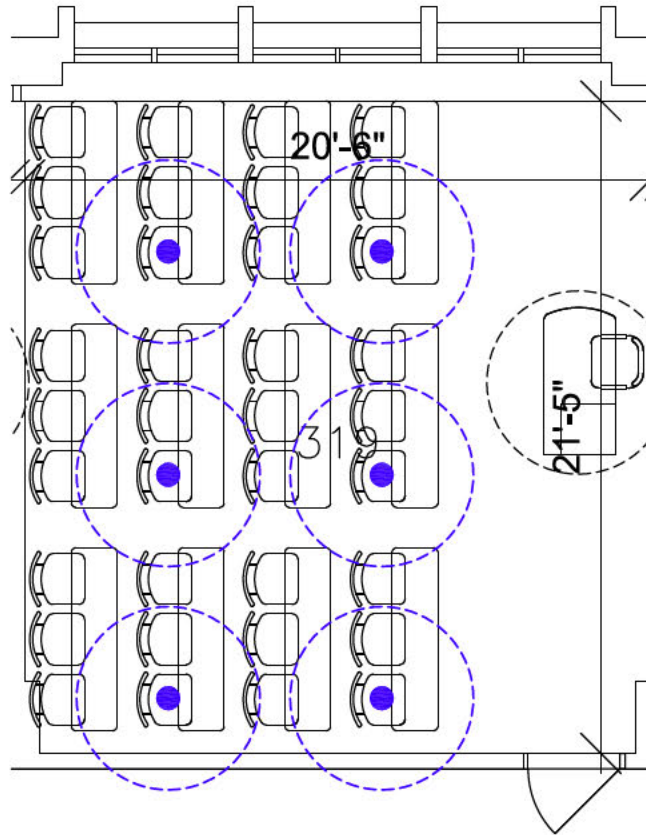
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

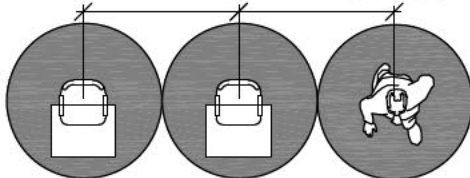
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 319 - Class 2

SCALE: N.T.S



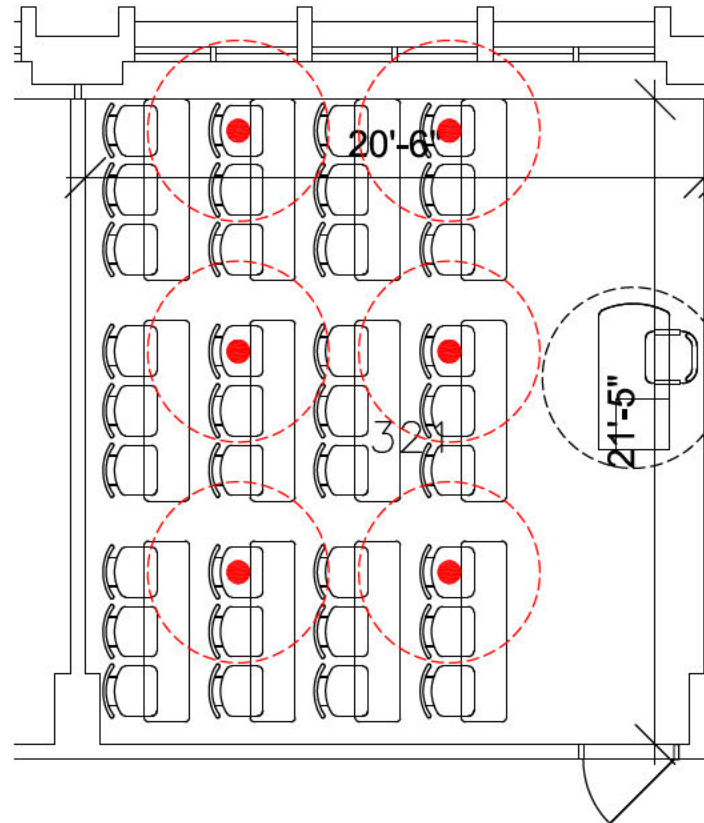
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

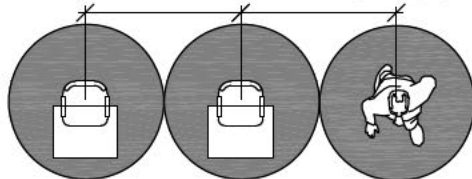
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 321 - Class 1

SCALE: N.T.S

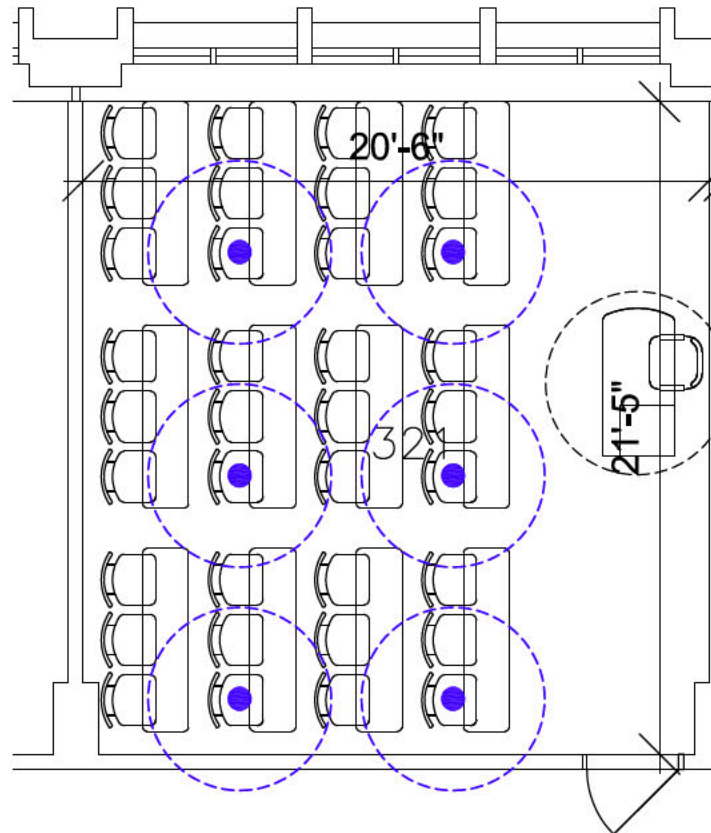
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

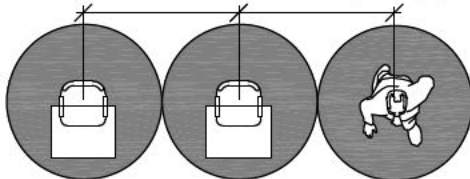
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 321 - Class 2

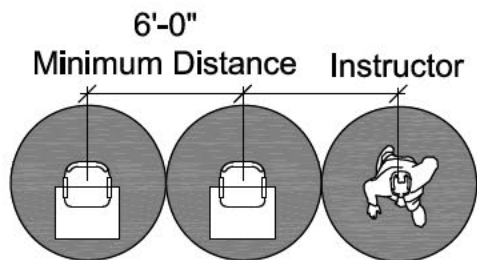
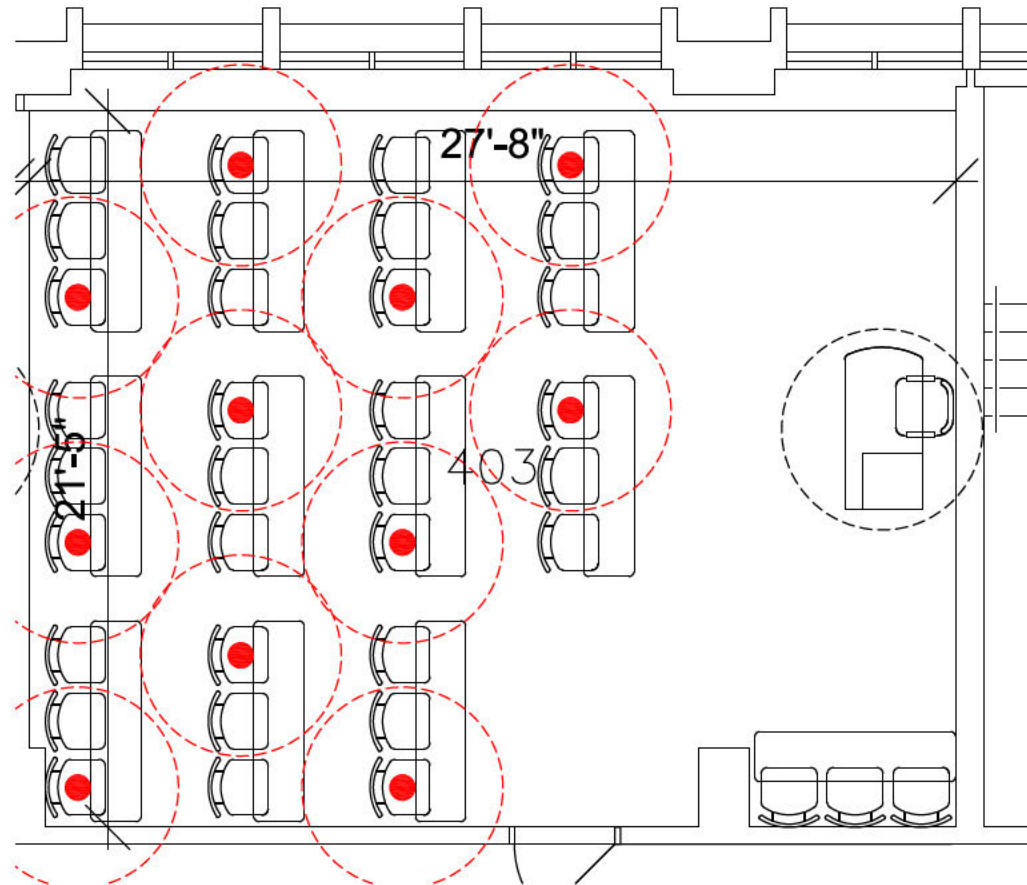
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 11 Chairs ■  
 Total - 22 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)

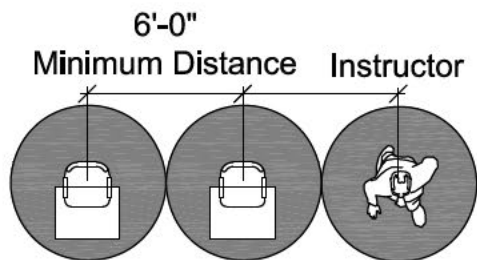
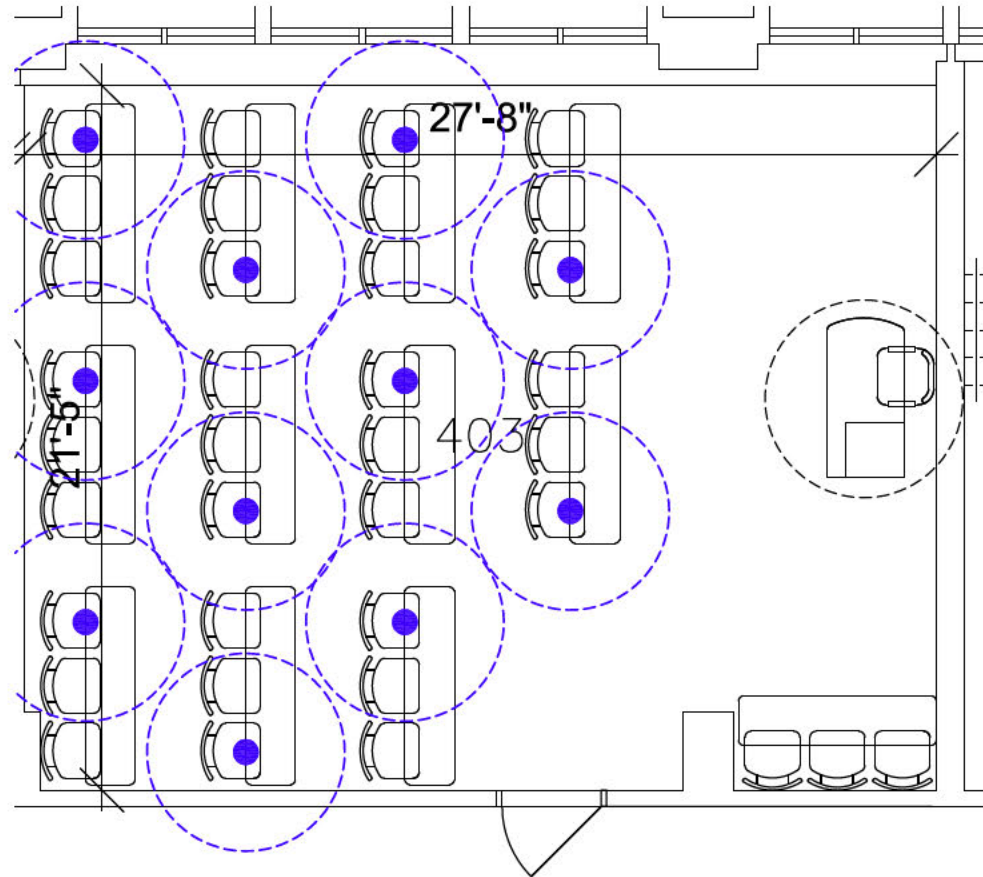


1 Faculty Memorial Hall - Room 403 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 11 Chairs ■  
 Total - 22 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



2 Faculty Memorial Hall - Room 403 - Class 2  
 SCALE: N.T.S

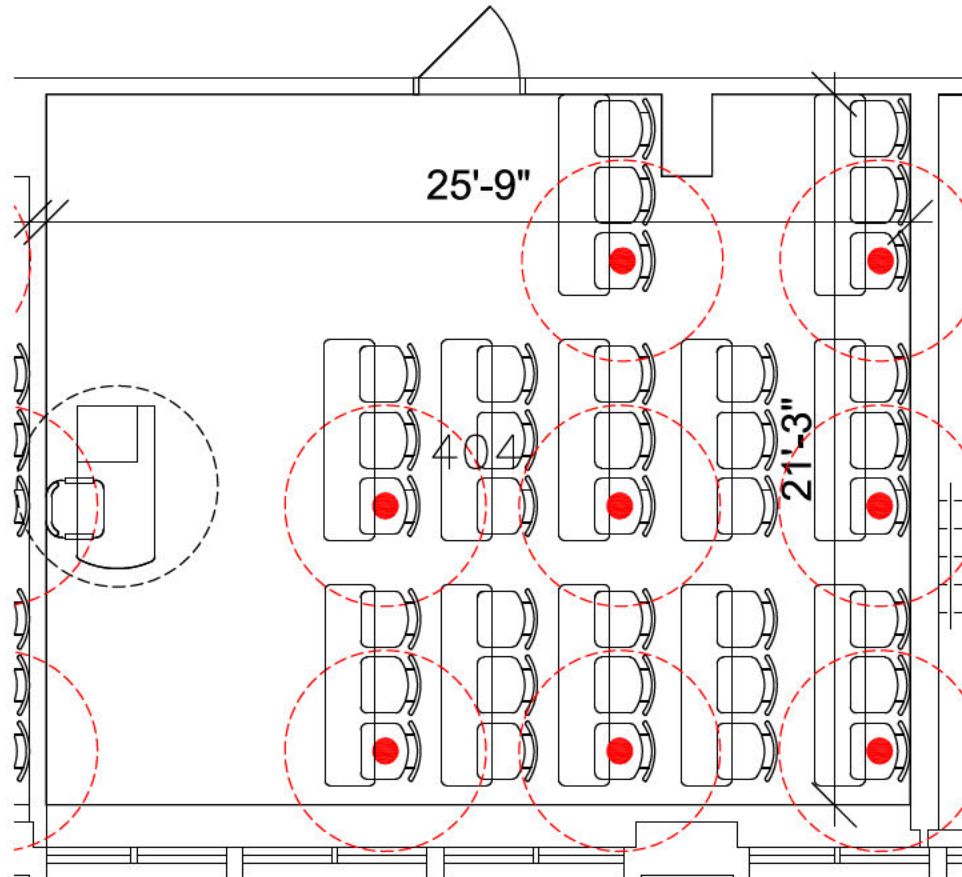
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

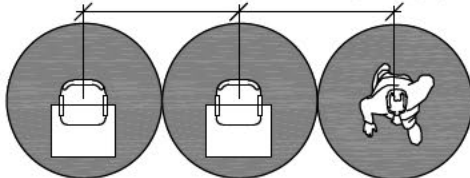
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 404 - Class 1

SCALE: N.T.S

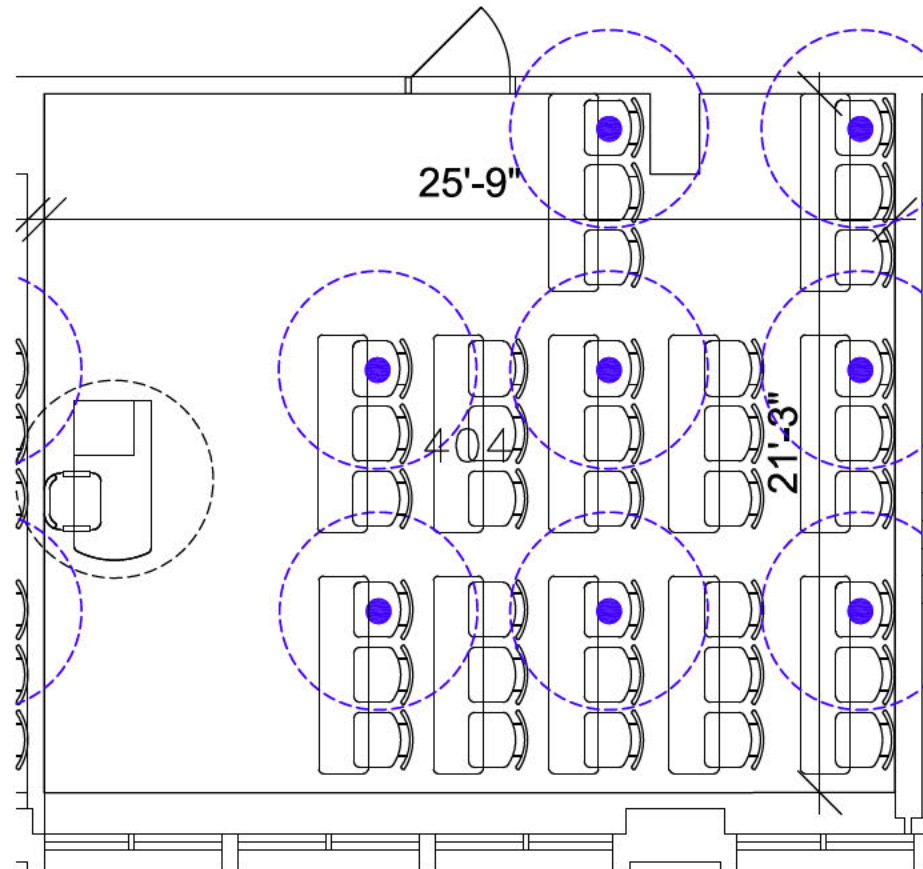
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

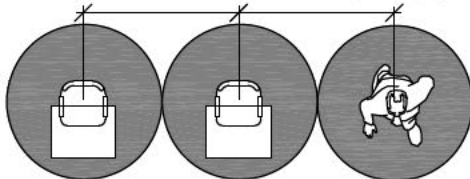
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 404 - Class 2

SCALE: N.T.S



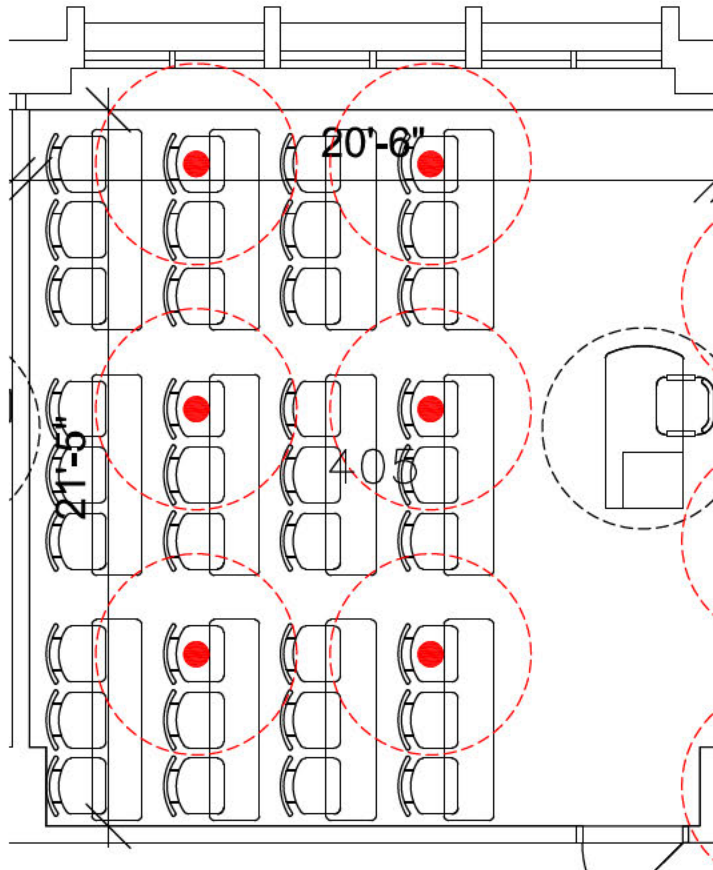
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

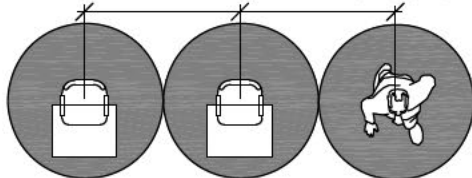
**Social Distance Space Requirements**

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 405 - Class 1

SCALE: N.T.S

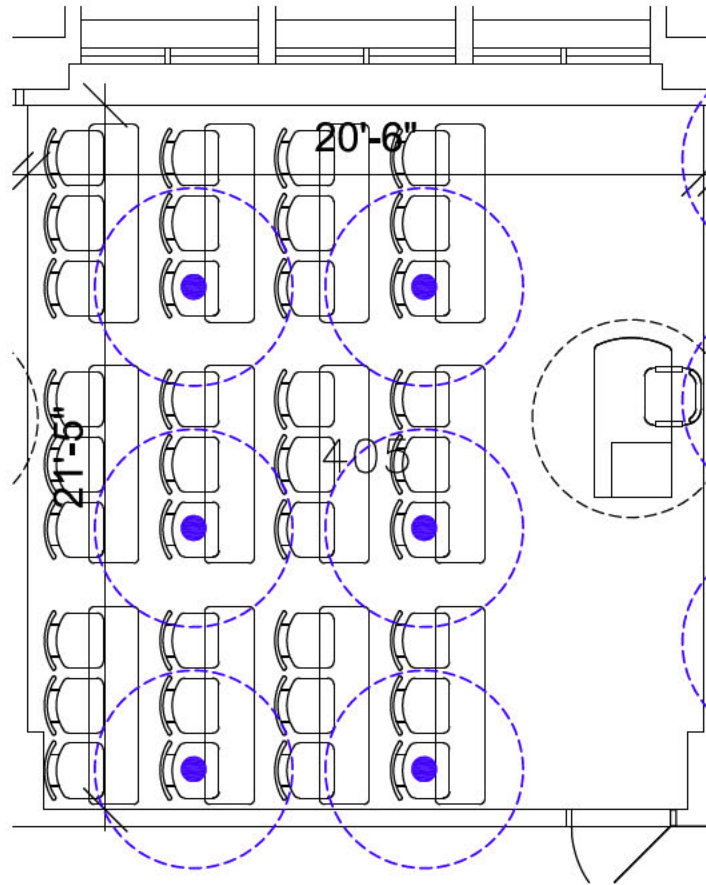
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

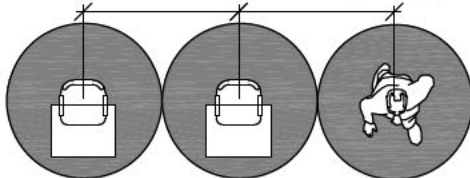
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 405 - Class 2

SCALE: N.T.S



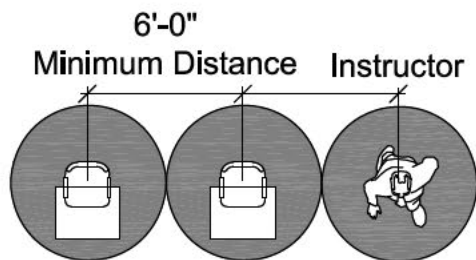
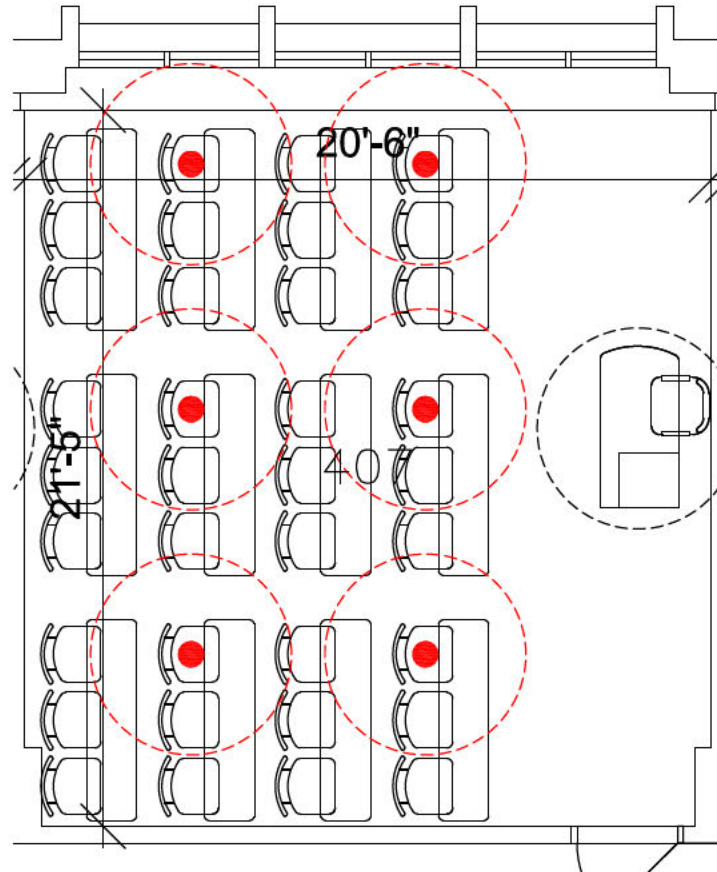
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (36)



1

Faculty Memorial Hall - Room 407 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

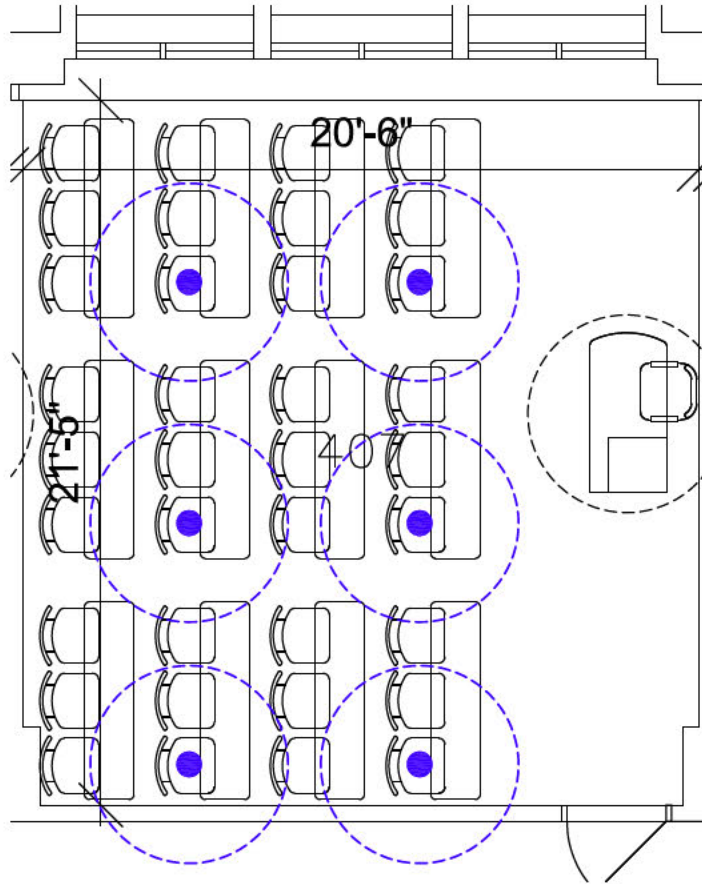
Class 1 - 6 Chairs ■

Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

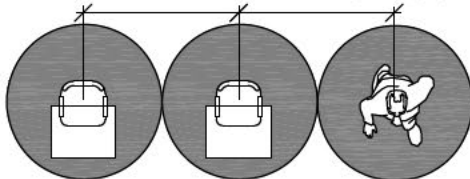
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 407 - Class 2

SCALE: N.T.S

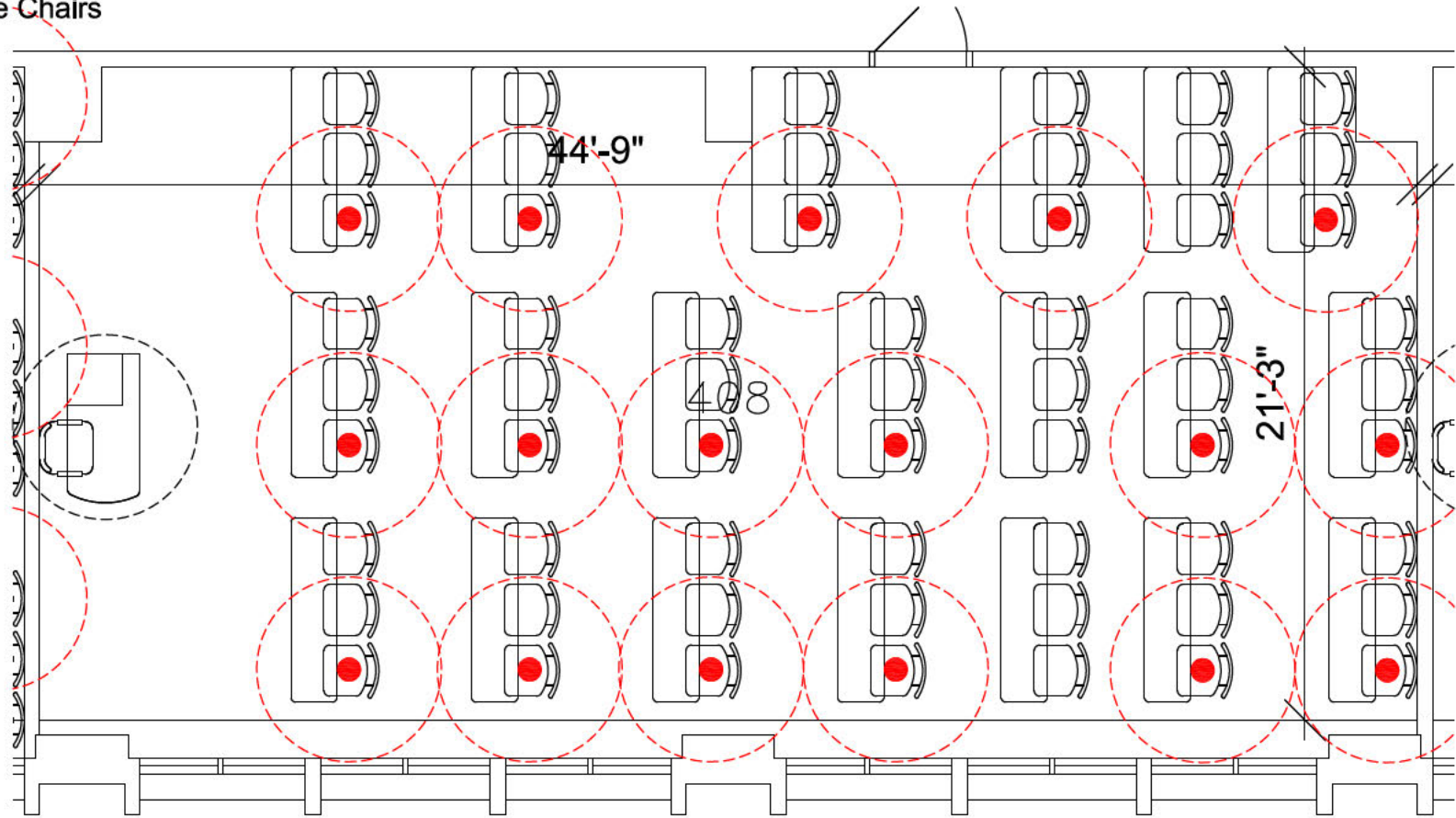
Proposed Modified  
Desk Count per Class

Class 1 - 17 Chairs ■  
Class 2 - 17 Chairs ■

Total - 34 Safe Chairs

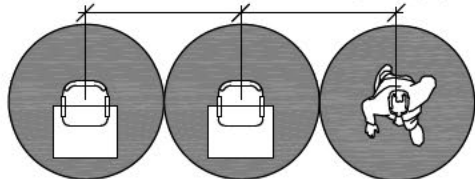
### Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 408 - Class 1

SCALE: N.T.S

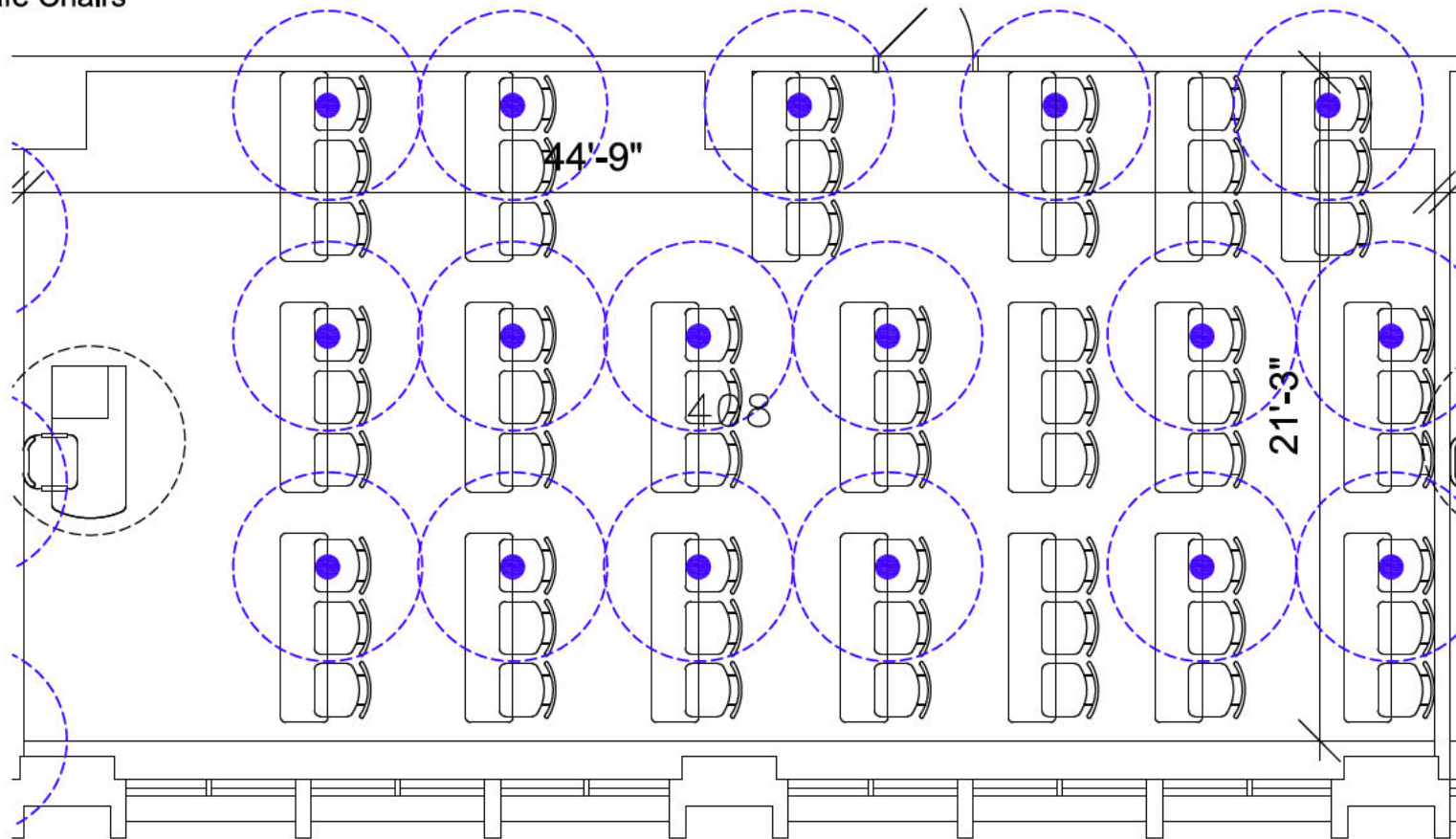
Proposed Modified  
Desk Count per Class

Class 1 - 17 Chairs ■  
Class 2 - 17 Chairs ■

Total - 34 Safe Chairs

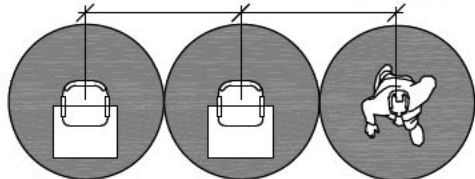
### Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 408 - Class 2

SCALE: N.T.S



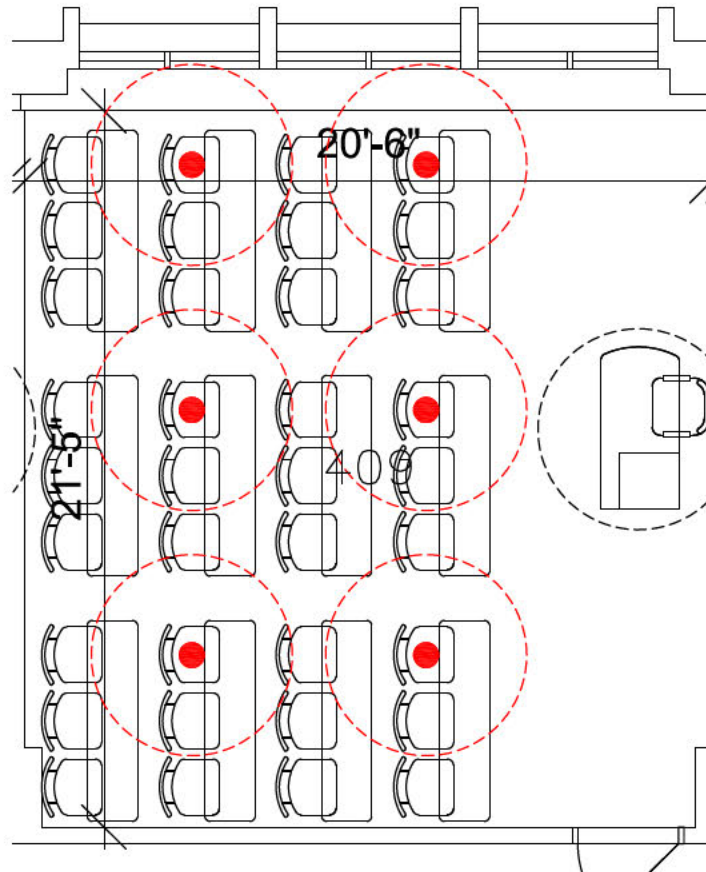
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

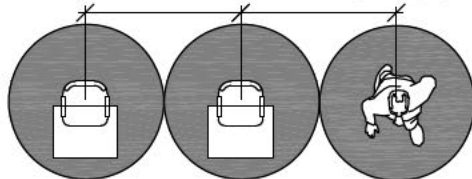
### Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 409 - Class 1  
SCALE: N.T.S



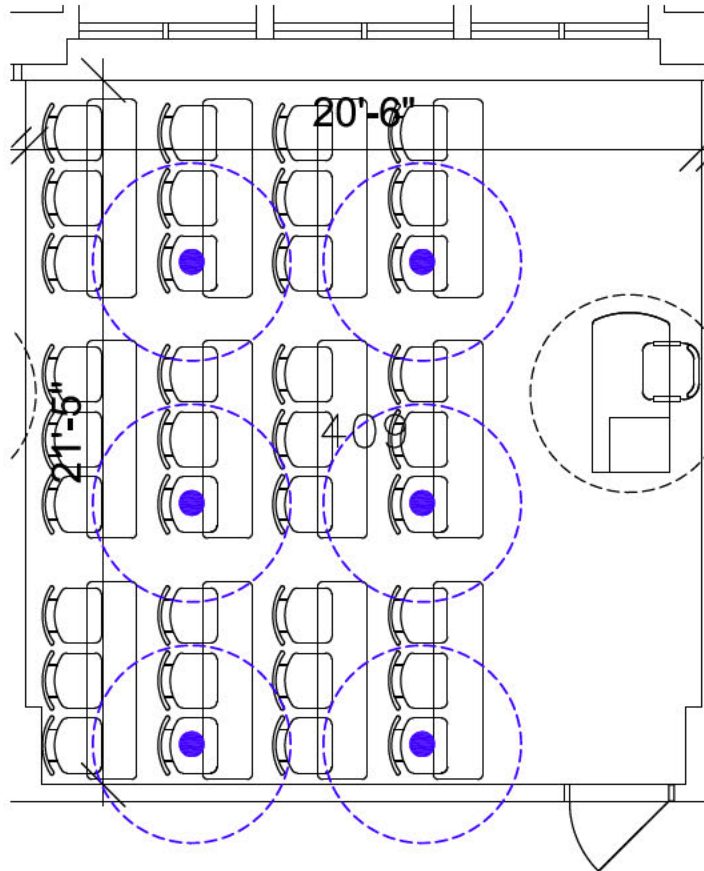
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

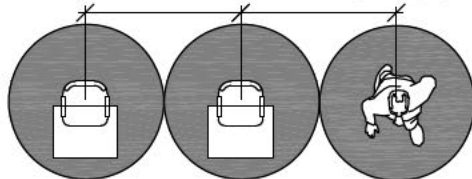
### Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 409 - Class 2

SCALE: N.T.S

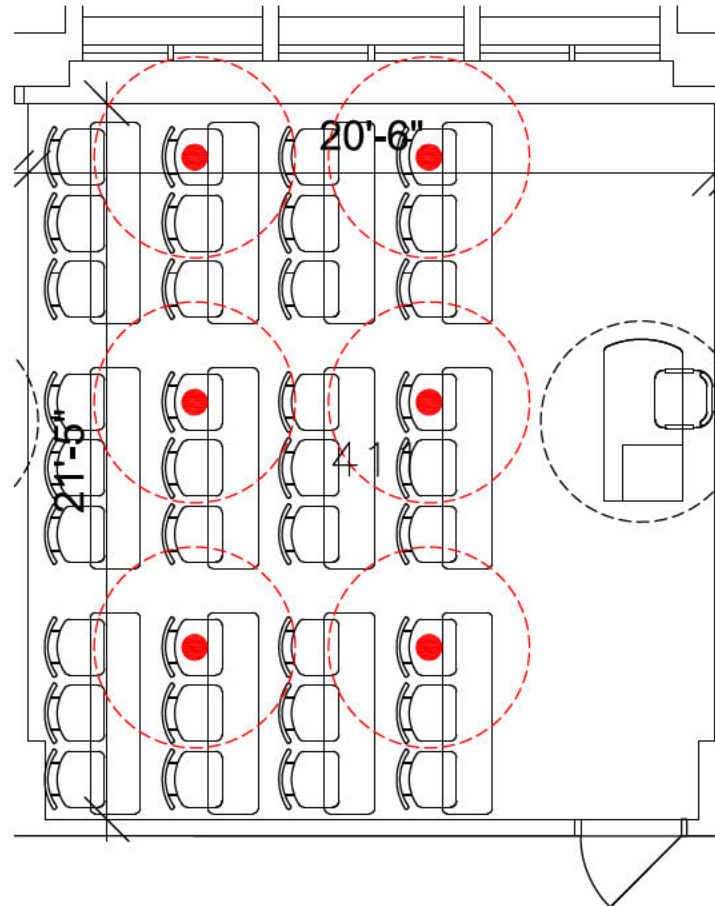
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

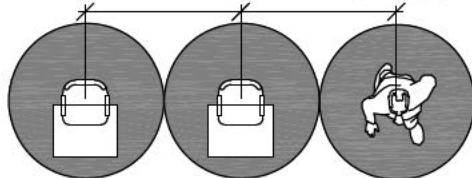
### Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 411 - Class 1

SCALE: N.T.S

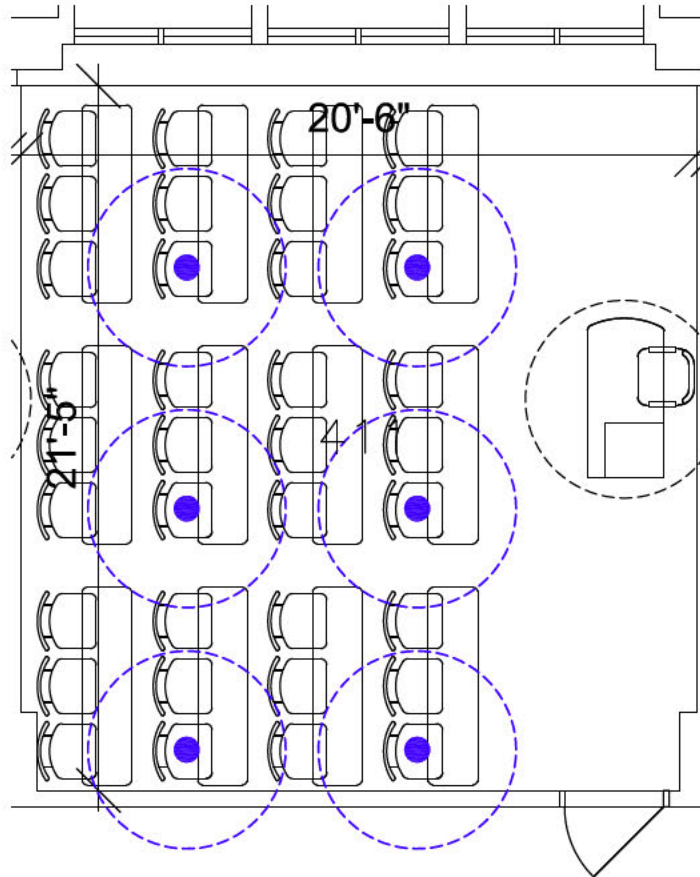
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

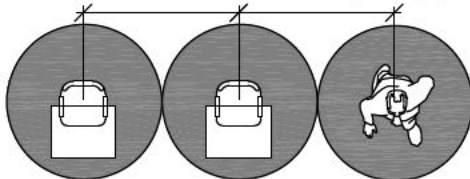
### Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



2

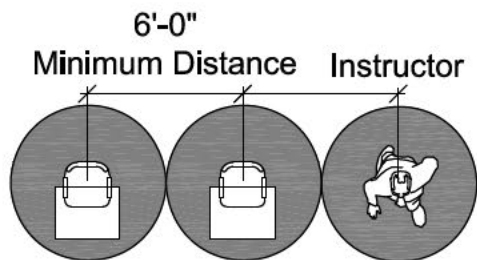
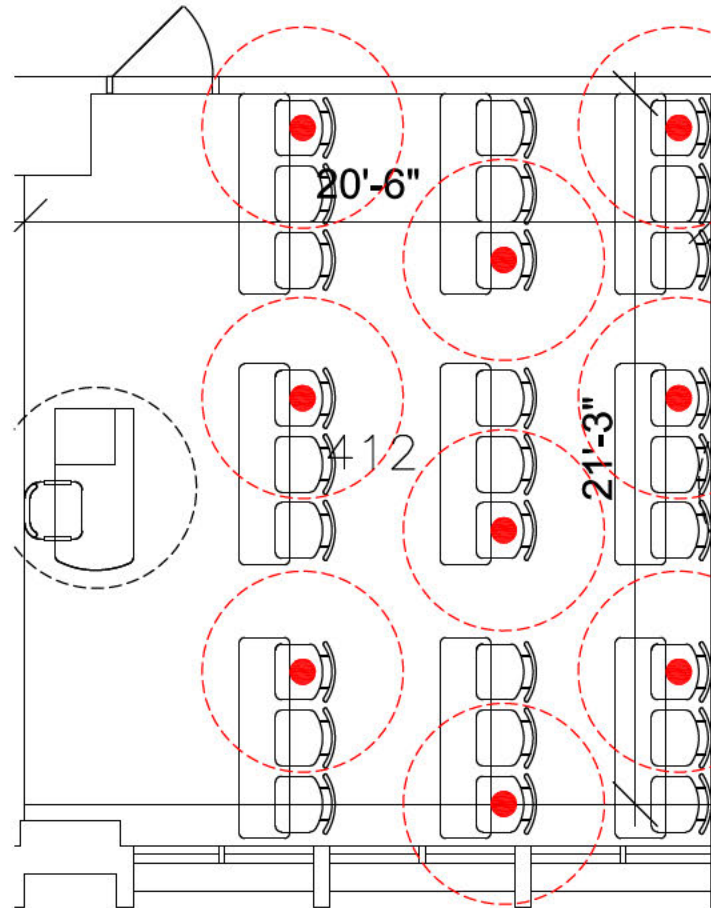
Faculty Memorial Hall - Room 411 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 9 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 18 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (27)



1 Faculty Memorial Hall - Room 412 - Class 1  
 SCALE: N.T.S

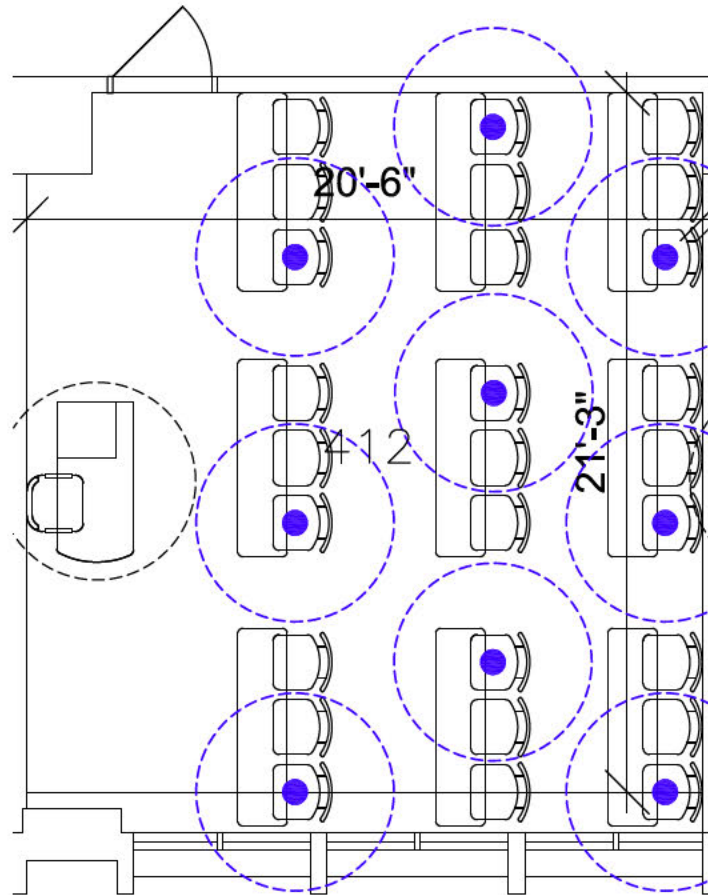
Proposed Modified  
Desk Count per Class

Class 1 - 9 Chairs ■  
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

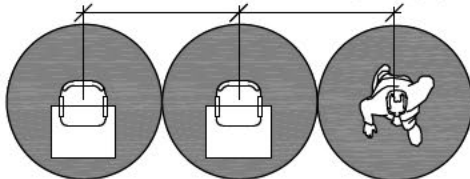
### Social Distance Space Requirements

Existing Room Desk Count (27)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 412 - Class 2

SCALE: N.T.S



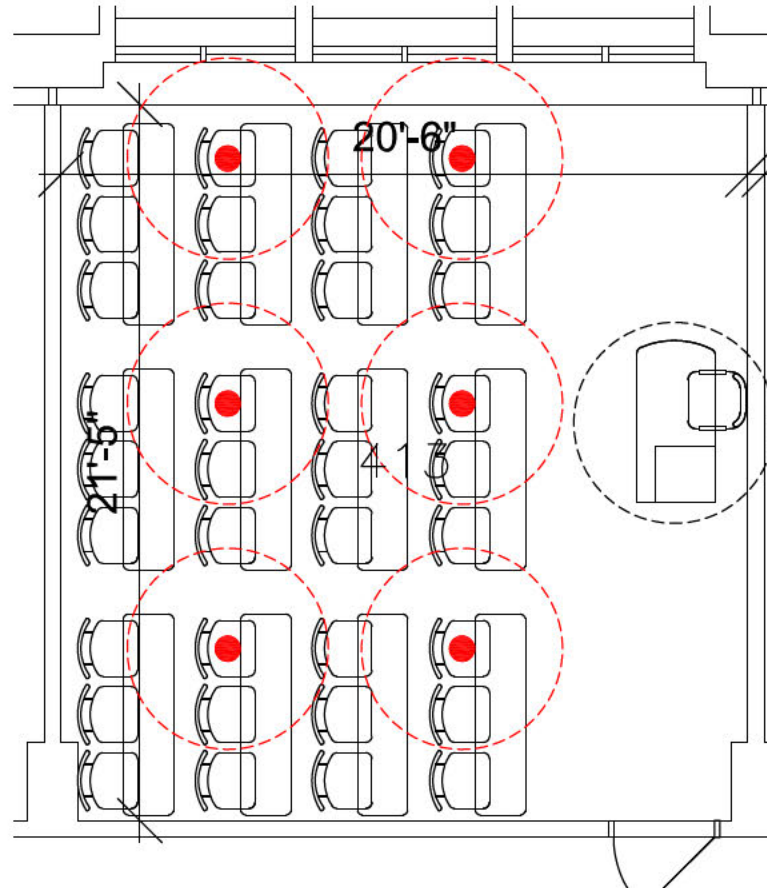
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

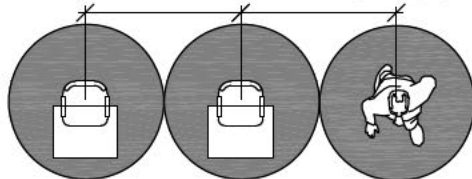
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 413 - Class 1

SCALE: N.T.S

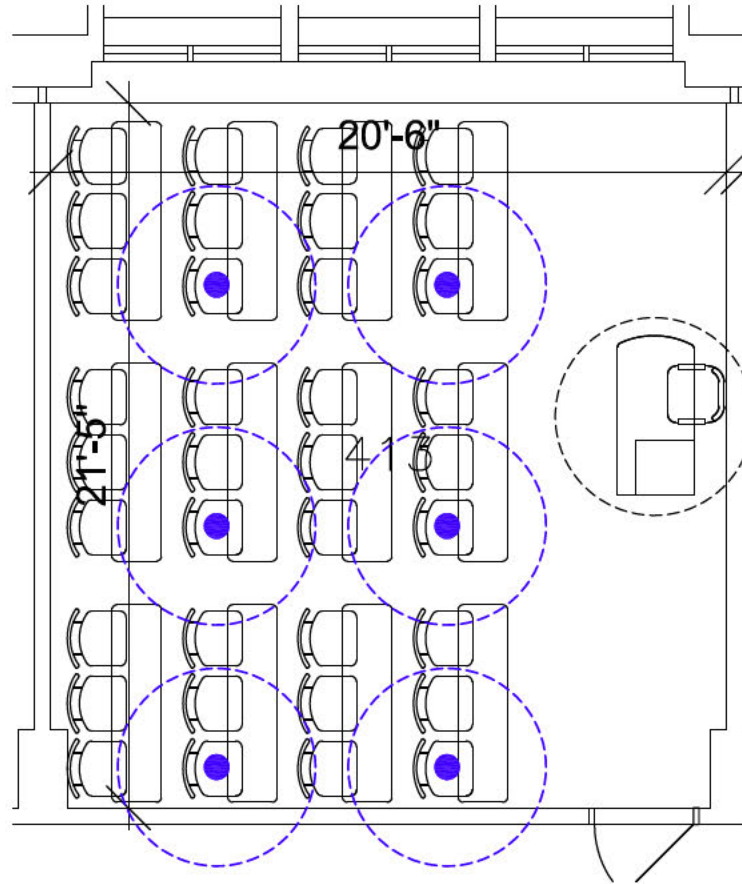
Proposed Modified  
Desk Count per Class

Class 1 - 6 Chairs ■  
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

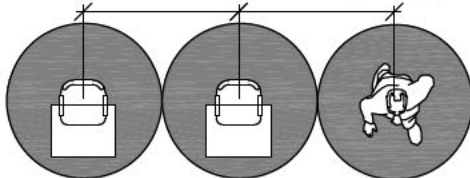
### Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

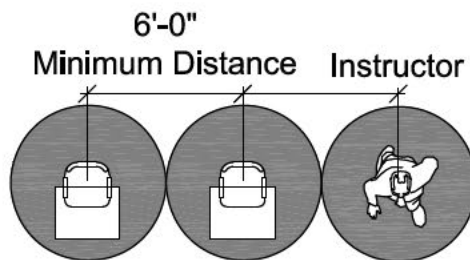
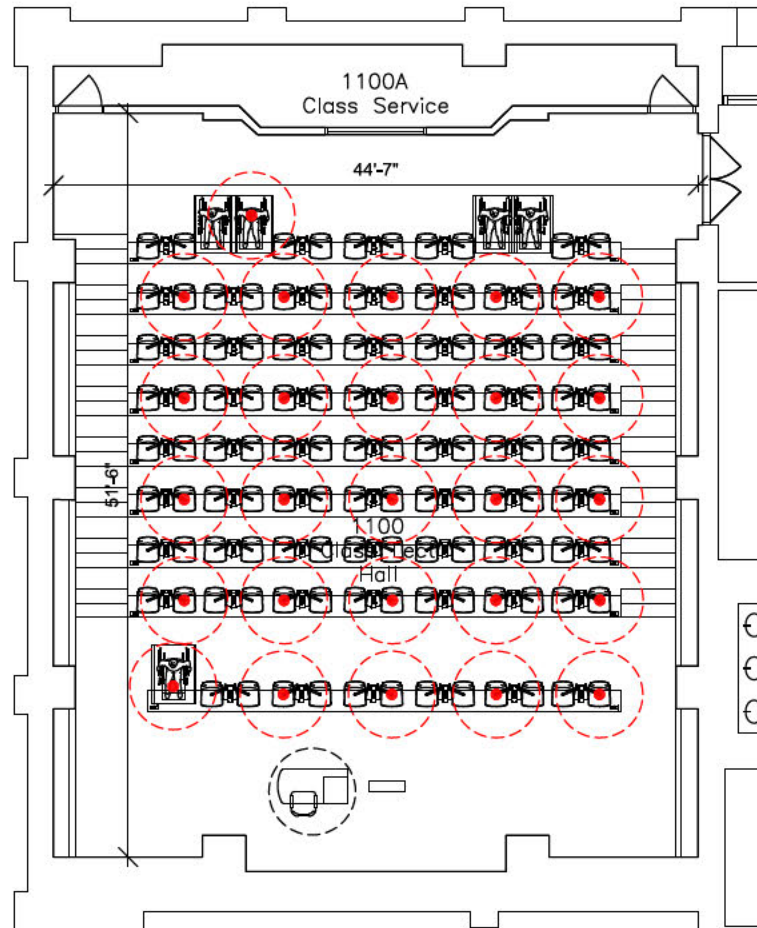
Faculty Memorial Hall - Room 413 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 26 Chairs ■  
 Class 2 - 25 Chairs ■  
 Total - 51 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (125)

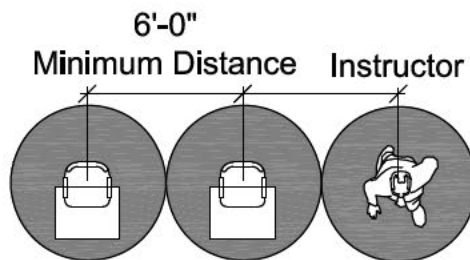
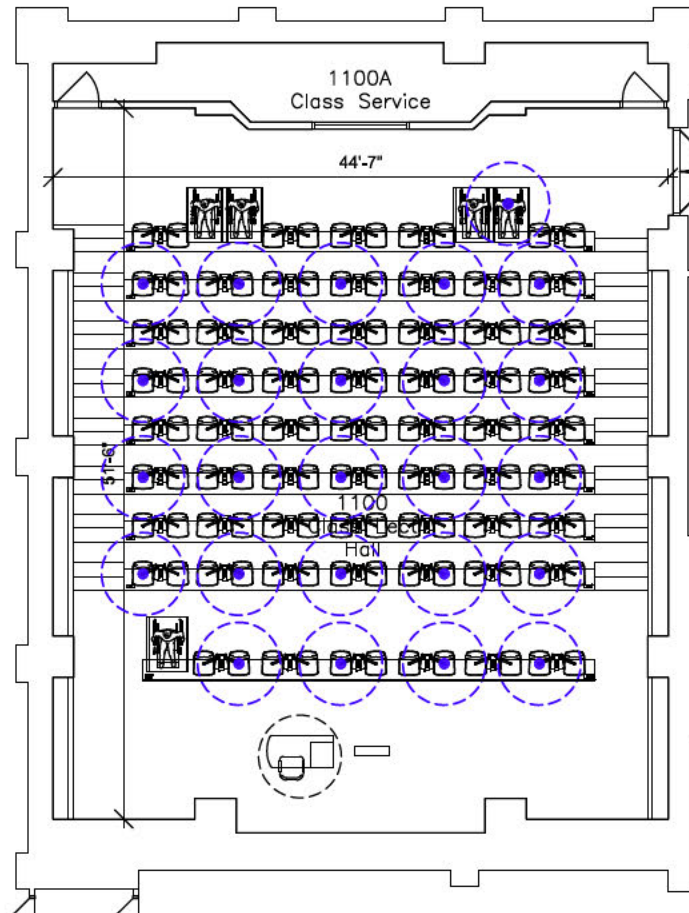


1 Guttenberg Information Technologies Center - Room 1100 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 26 Chairs ■  
 Class 2 - 25 Chairs ■  
 Total - 51 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (125)



1

Guttenberg Information Technologies Center - Room 1100 - Class 2

SCALE: N.T.S



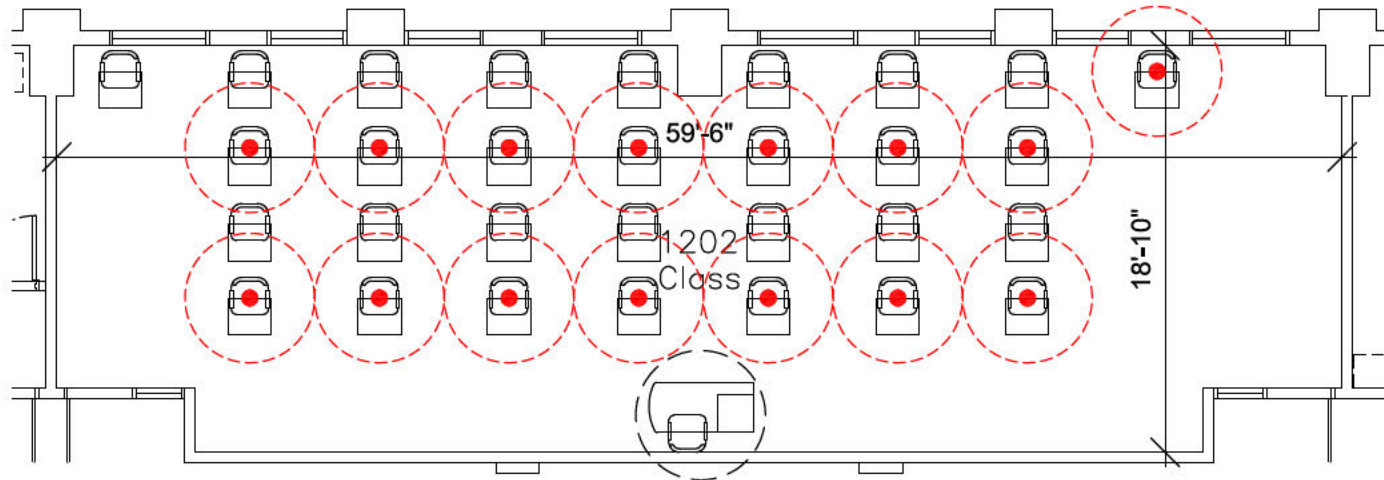
Proposed Modified  
Desk Count per Class

Class 1 - 15 Chairs ■  
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

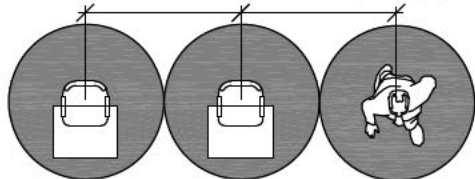
### Social Distance Space Requirements

Existing Room Desk Count (30)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1202 - Class 1

SCALE: N.T.S

Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu\root\dmcommon\FaciliCAD\Drawings\GITC\FLOOR-01\GITC\_F001\_SPACE.dwg





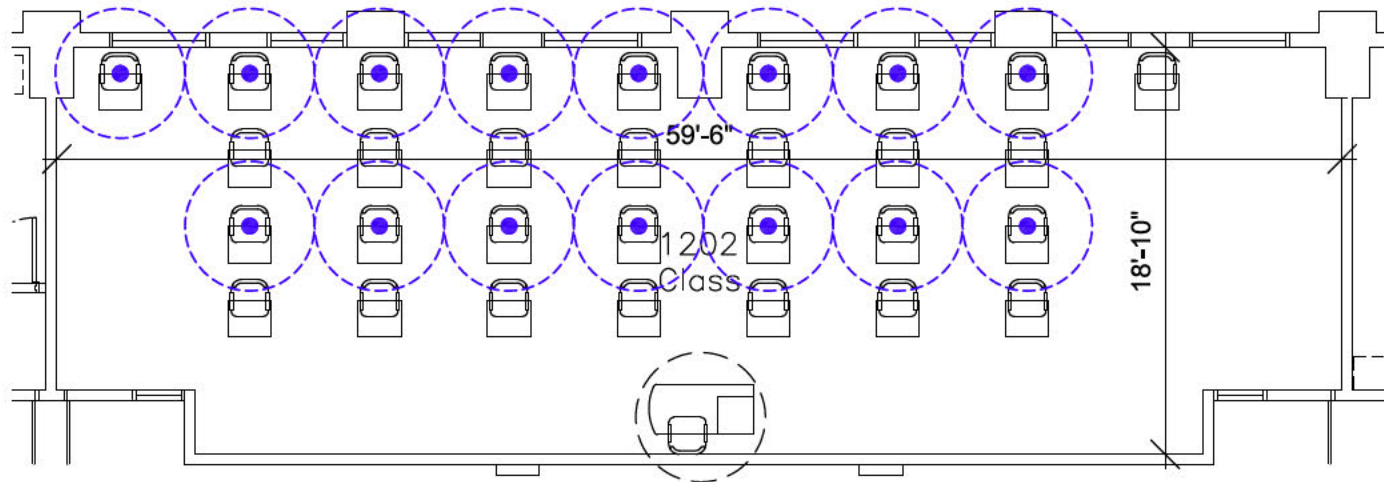
Proposed Modified  
Desk Count per Class

Class 1 - 15 Chairs ■  
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

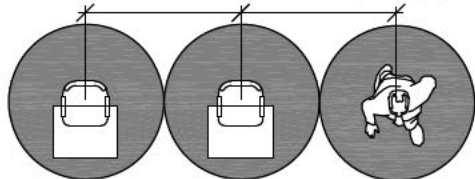
### Social Distance Space Requirements

Existing Room Desk Count (30)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1202 - Class 2

SCALE: N.T.S

Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu\root\dmcommon\FaciliCAD\Drawings\GITC\FLOOR-01\GITC\_F001\_SPACE.dwg



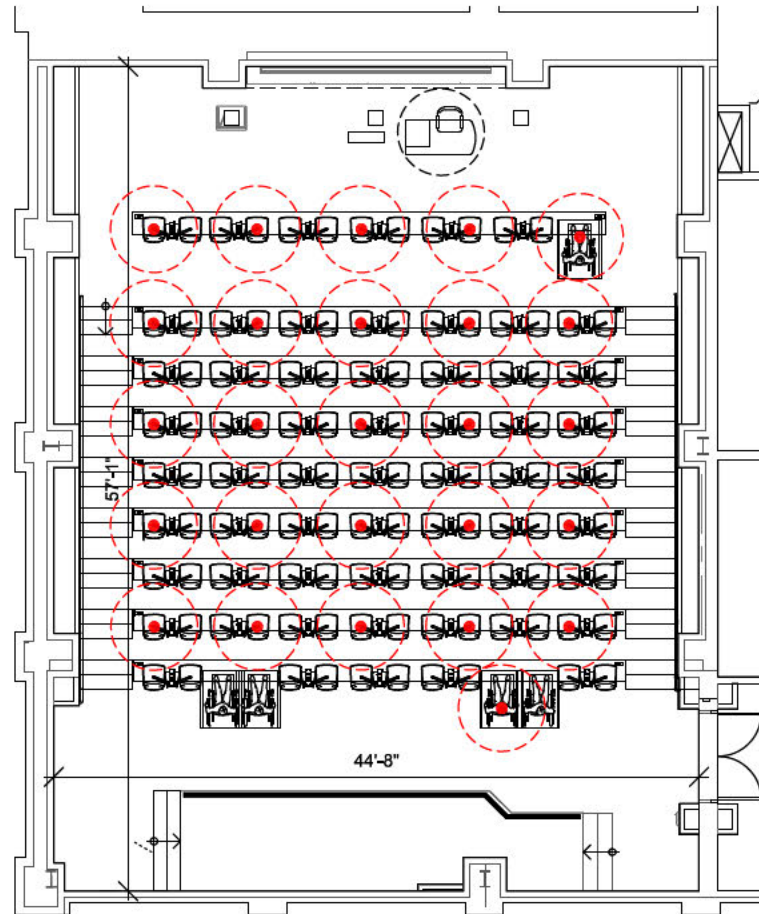
Proposed Modified  
Desk Count per Class

Class 1 - 26 Chairs ■  
Class 2 - 25 Chairs ■

Total - 51 Safe Chairs

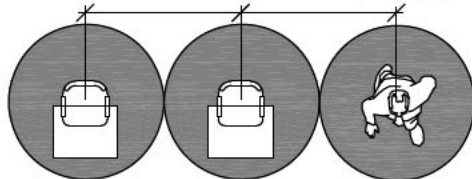
### Social Distance Space Requirements

Existing Room Desk Count (125)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1400 - Class 1

SCALE: N.T.S

Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu\root\dmcommon\FaciliCAD\Drawings\GITC\FLOOR-01\GITC\_F001\_SPACE.dwg



Proposed Modified  
Desk Count per Class

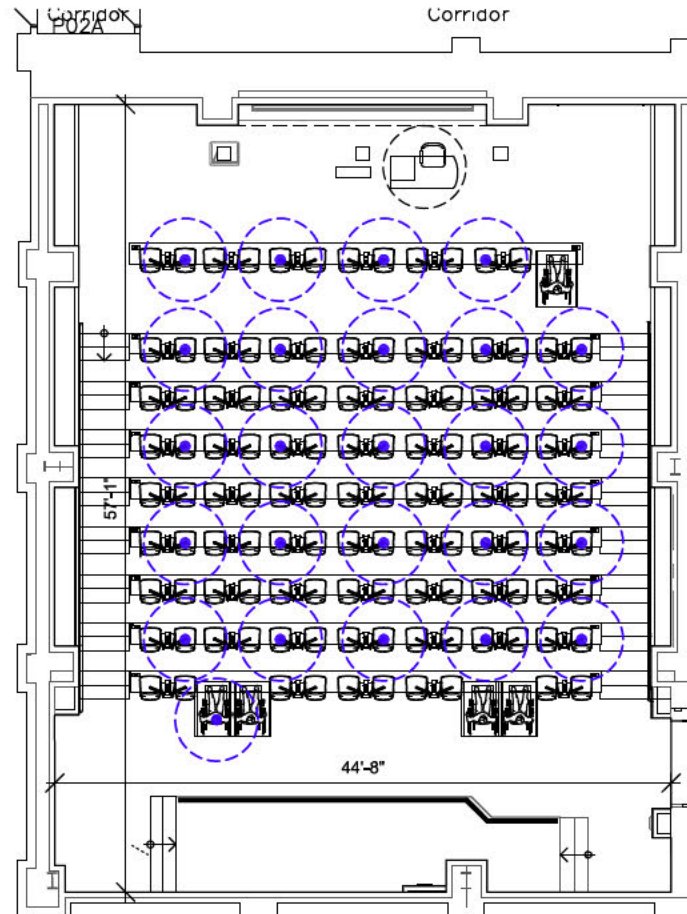
Class 1 - 26 Chairs ■

Class 2 - 25 Chairs ■

Total - 51 Safe Chairs

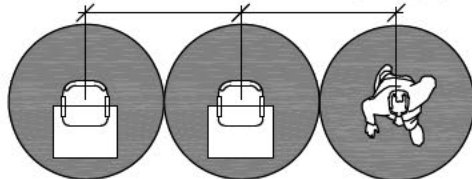
### Social Distance Space Requirements

Existing Room Desk Count (125)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1400 - Class 2

SCALE: N.T.S

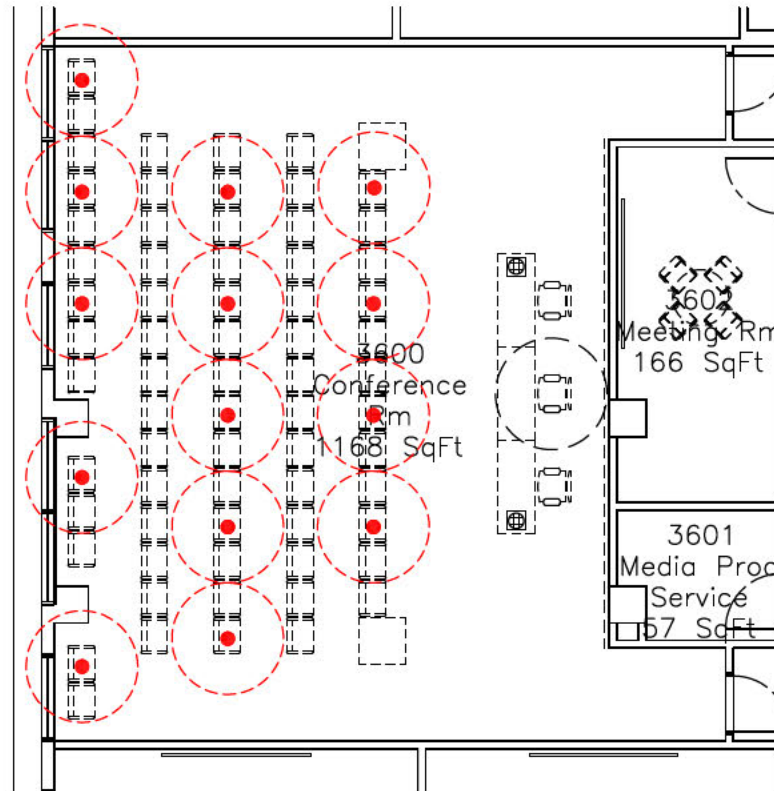
Proposed Modified  
Desk Count per Class

Class 1 - 14 Chairs ■  
Class 2 - 14 Chairs ■

Total - 28 Safe Chairs

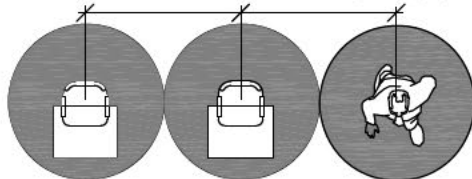
### Social Distance Space Requirements

Existing Room Desk Count (68)



6'-0"

Minimum Distance Instructor



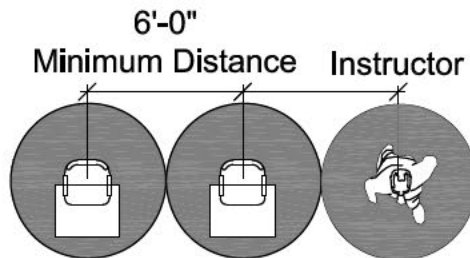
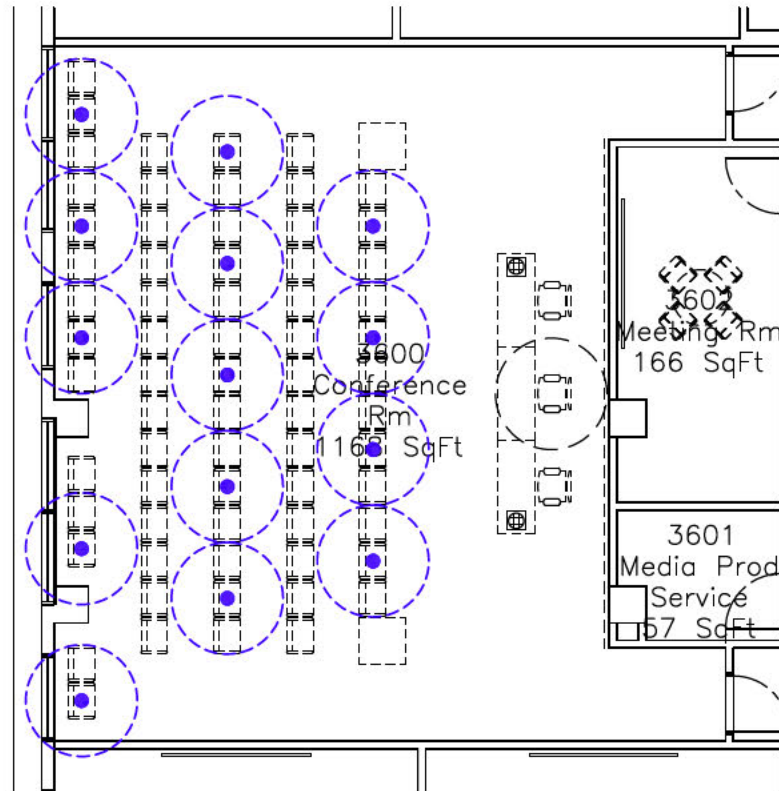
1 Guttenberg Information Technologies Center - Room 3600 - Class 1  
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 14 Chairs ■  
 Class 2 - 14 Chairs ■  
 Total - 28 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (68)



2 Guttenberg Information Technologies Center - Room 3600 - Class 2  
 SCALE: N.T.S



Proposed Modified  
Desk Count per Class

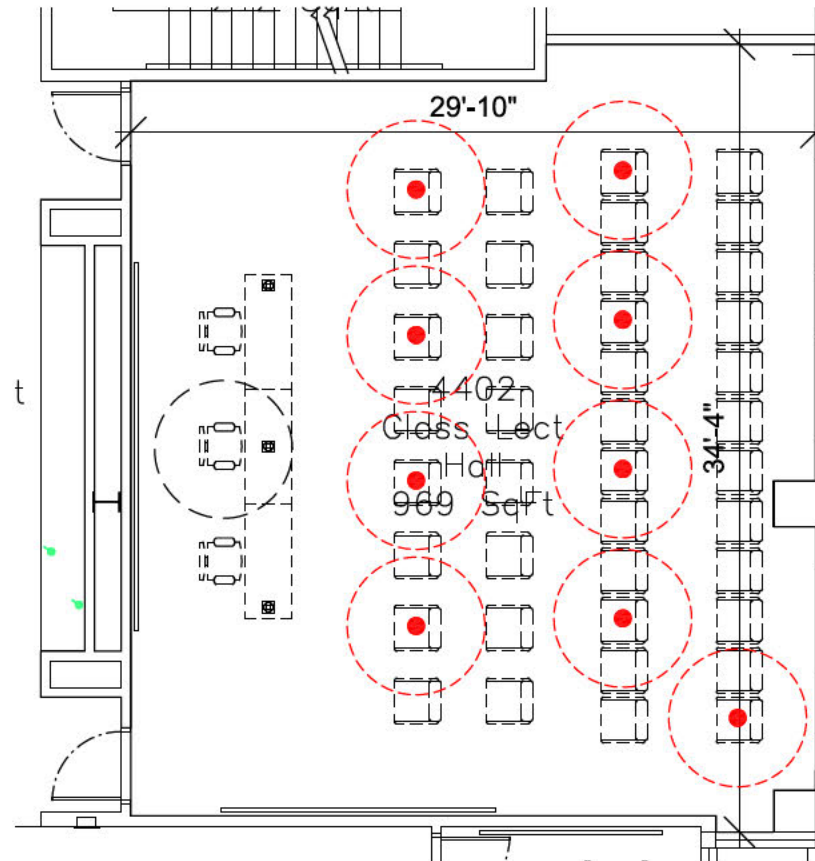
Class 1 - 9 Chairs ■

Class 2 - 8 Chairs ■

Total - 17 Safe Chairs

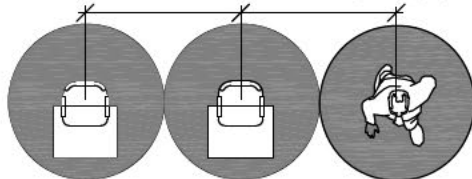
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 4402 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

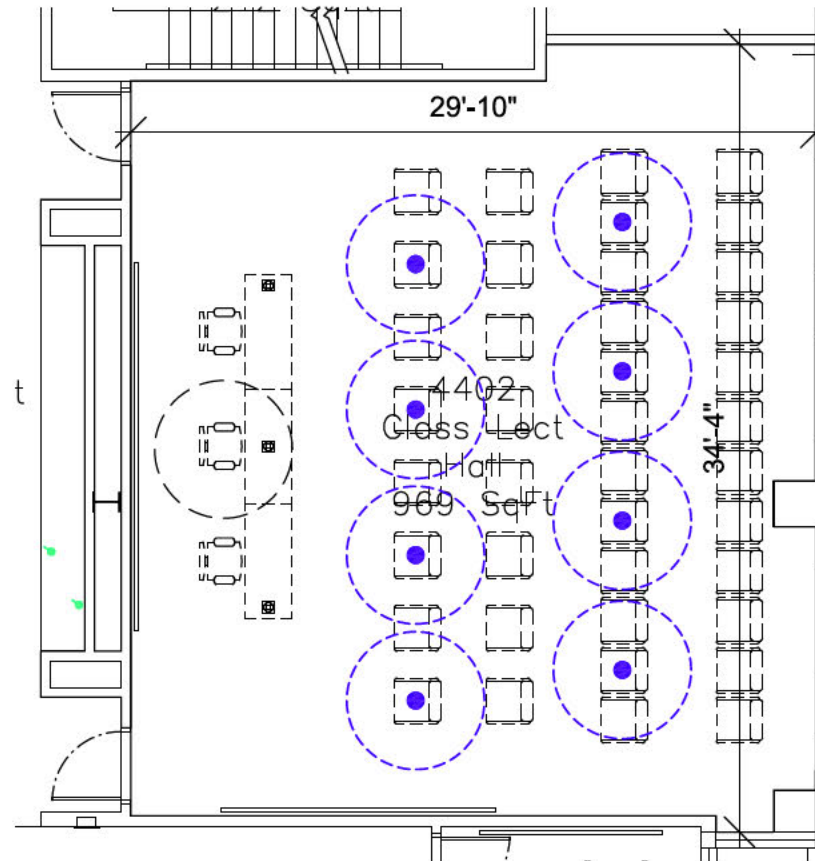
Class 1 - 9 Chairs ■

Class 2 - 8 Chairs ■

Total - 17 Safe Chairs

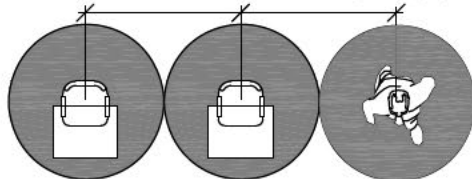
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

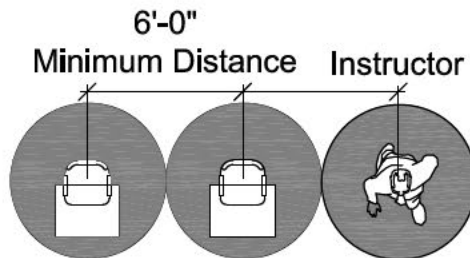
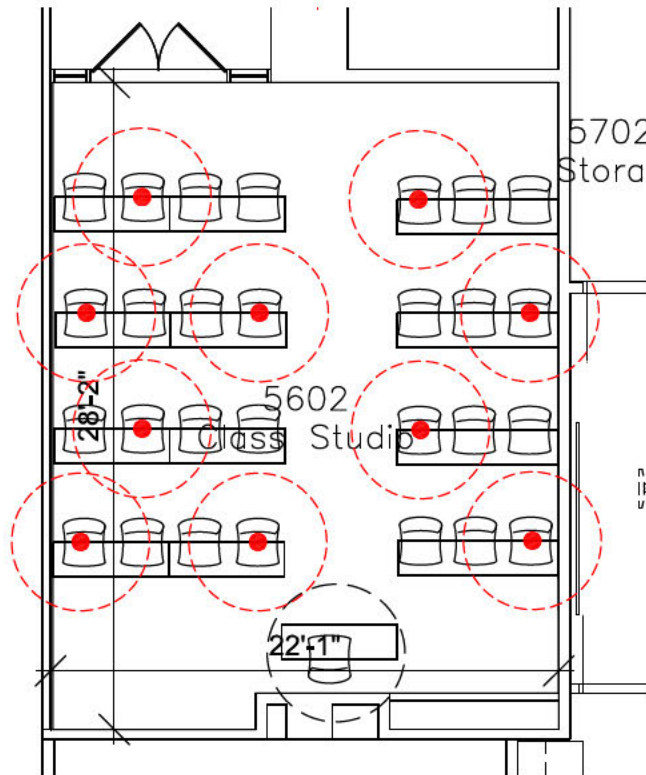
Guttenberg Information Technologies Center - Room 4402 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 10 Chairs ■  
 Class 2 - 10 Chairs ■  
 Total - 20 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (28)



1

Guttenberg Information Technologies Center - Room 5602 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

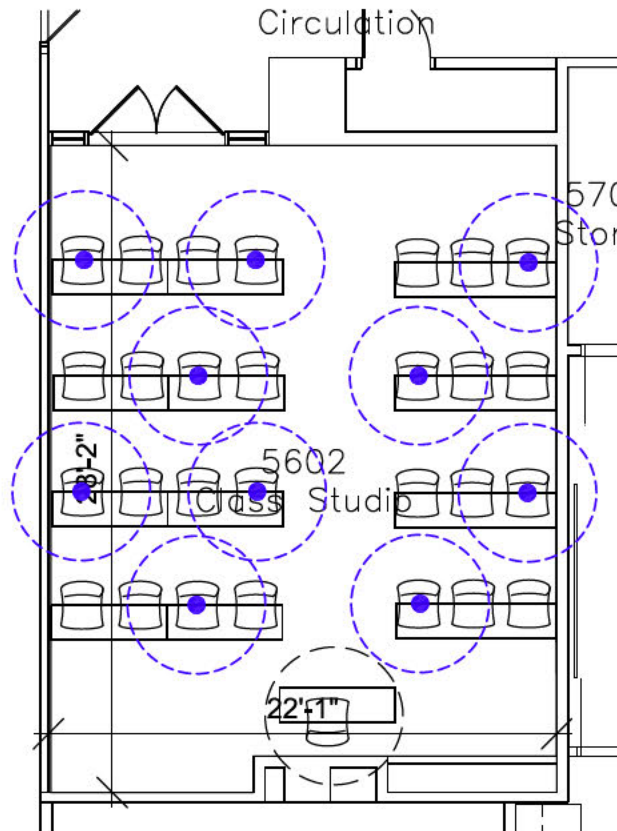
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

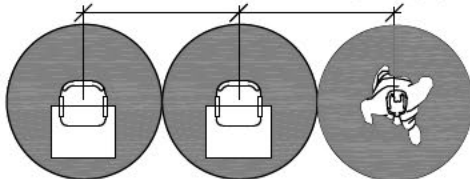
### Social Distance Space Requirements

Existing Room Desk Count (28)



6'-0"

Minimum Distance Instructor



2

Guttenberg Information Technologies Center - Room 5602 - Class 2

SCALE: N.T.S



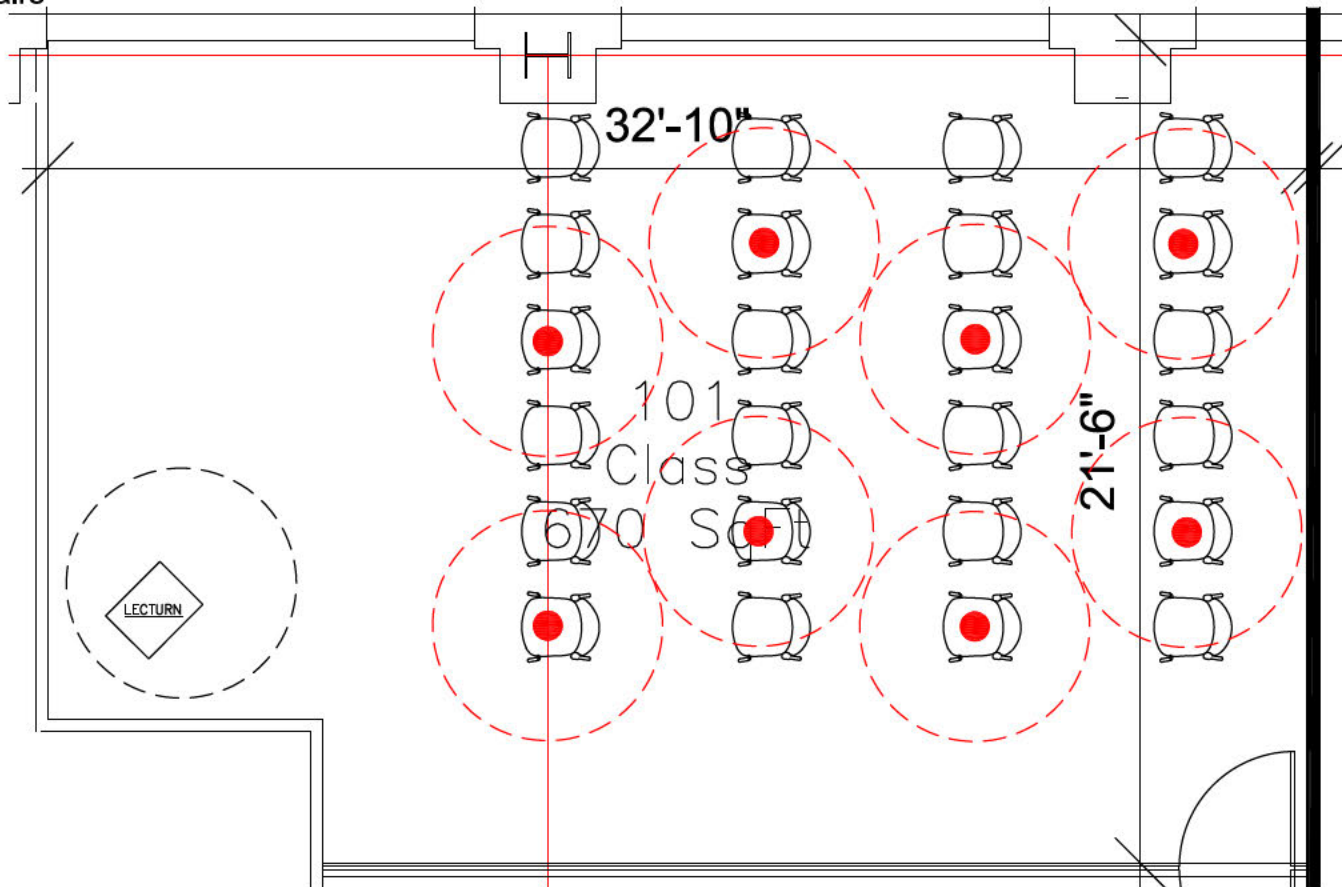
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

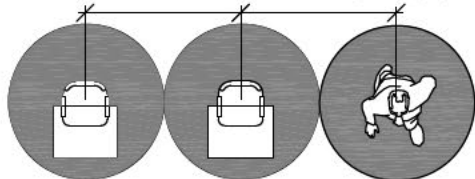
### Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



1

Jersey City Satellite Building - Room 101 - Class 1

SCALE: N.T.S



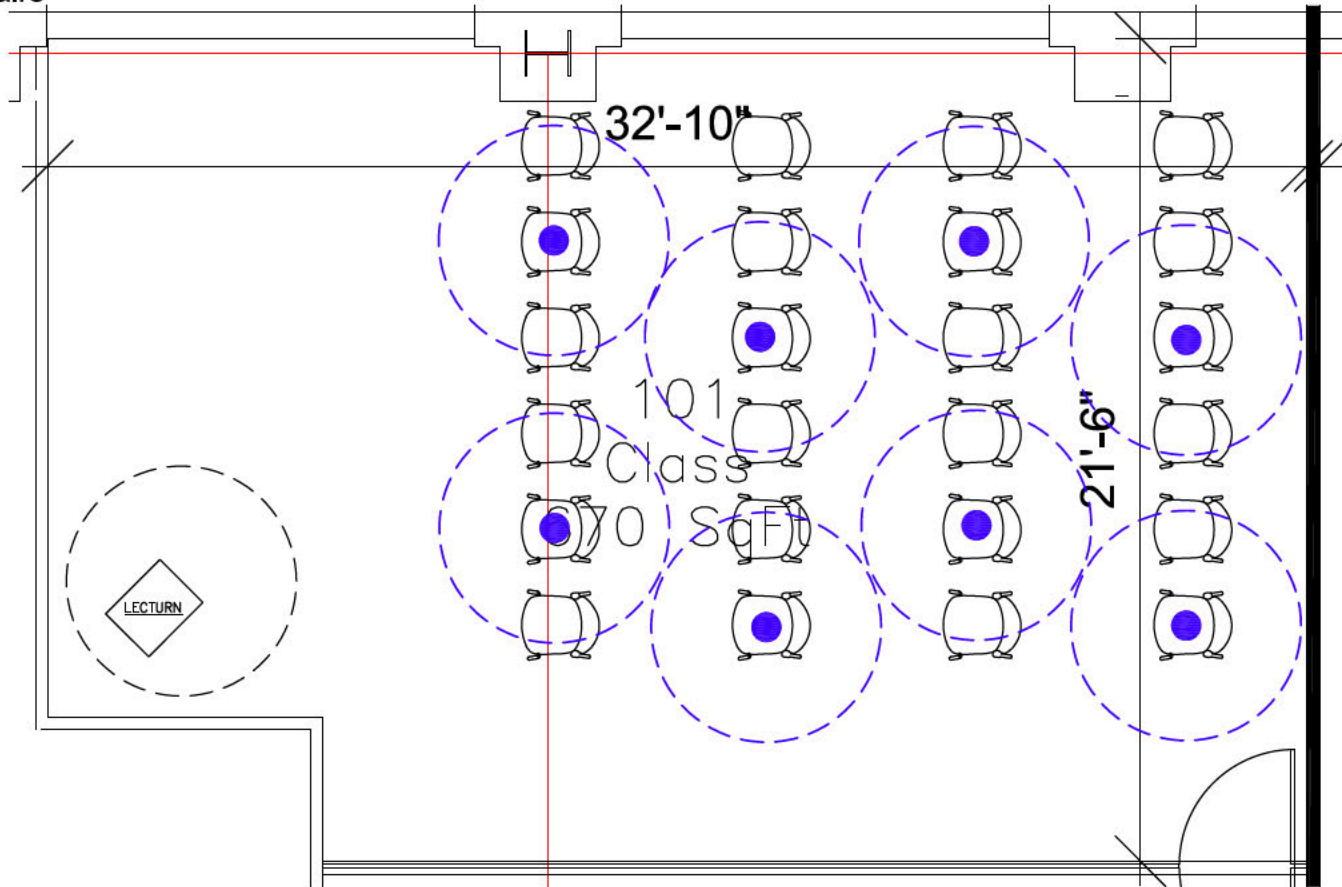
Proposed Modified  
Desk Count per Class

Class 1 - 8 Chairs ■  
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

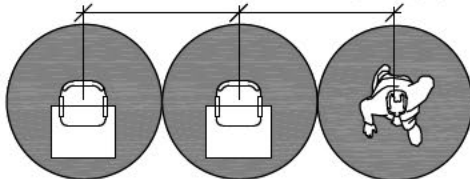
### Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor

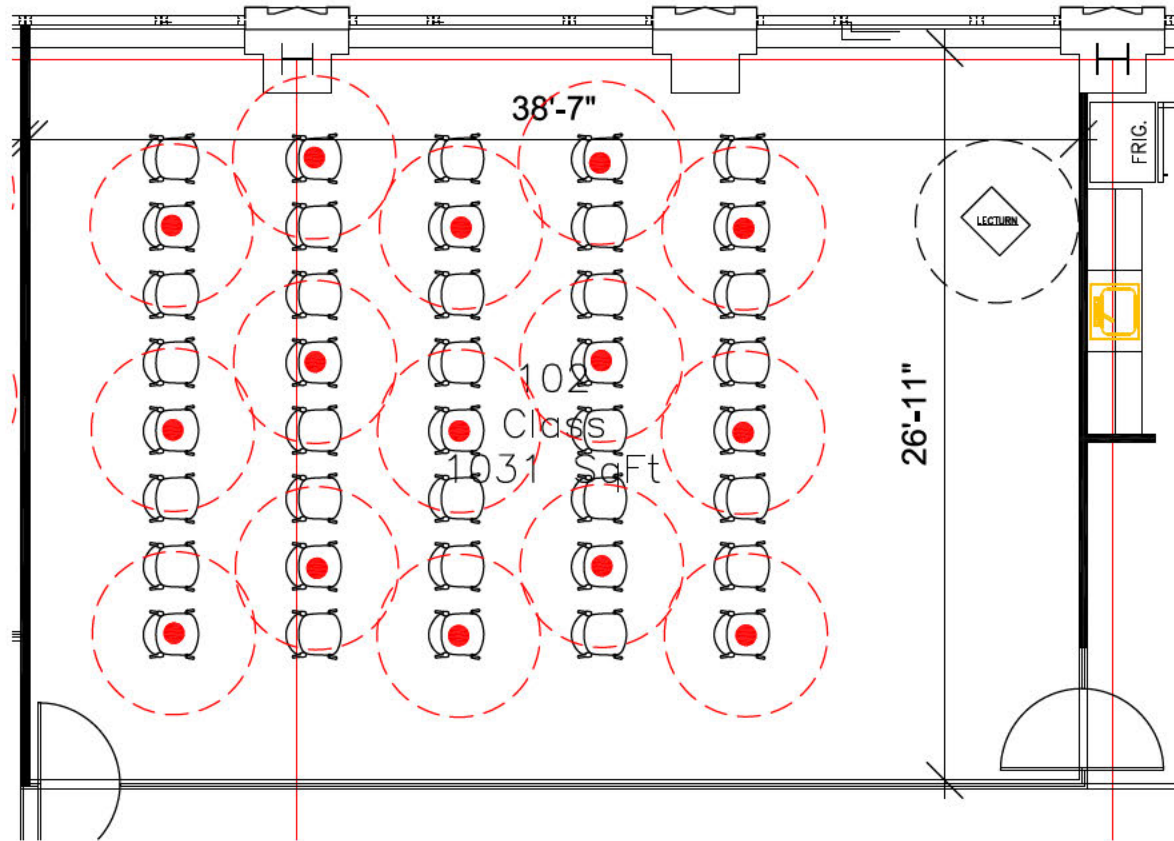


2 Jersey City Satellite Building - Room 101 - Class 2  
SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 15 Chairs ■  
 Class 2 - 15 Chairs ■  
 Total - 30 Safe Chairs

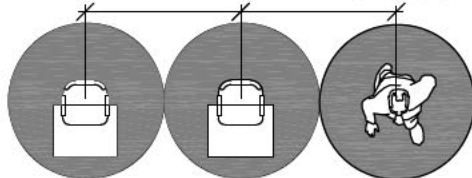
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Jersey City Satellite Building - Room 102 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

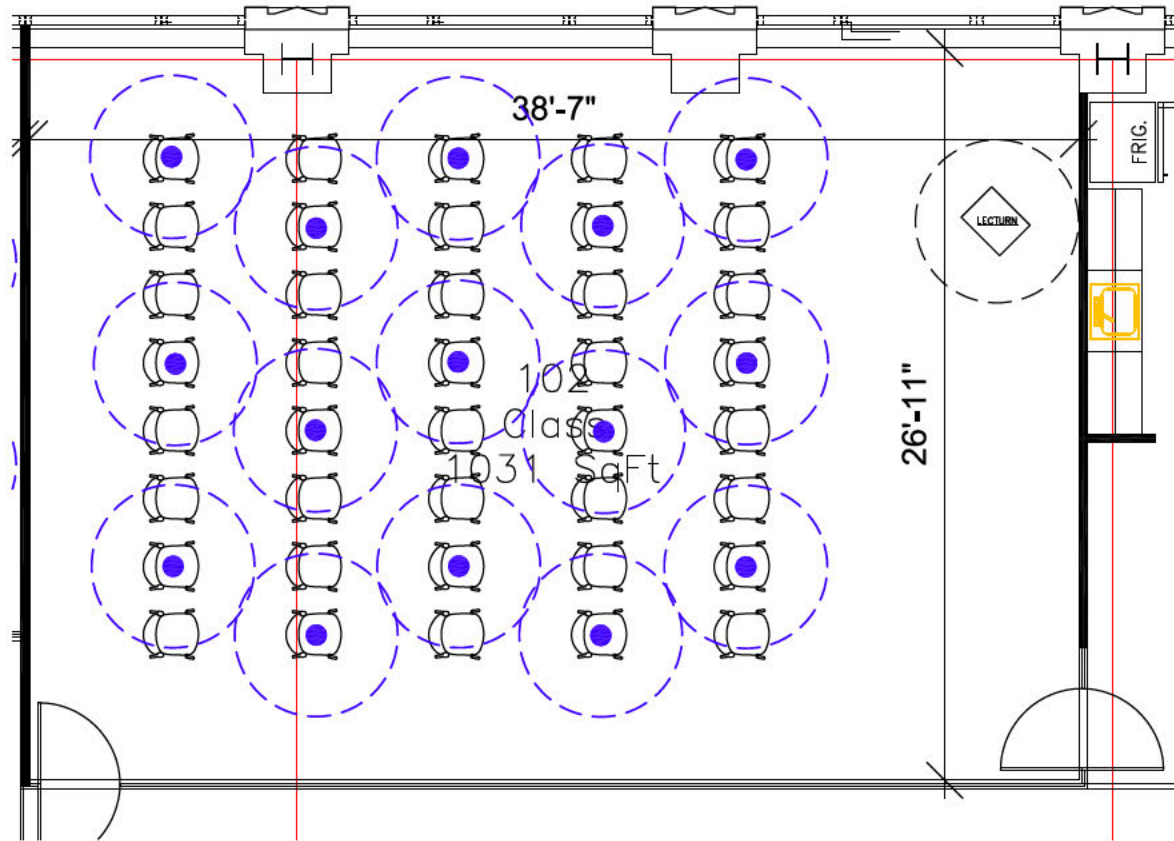
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

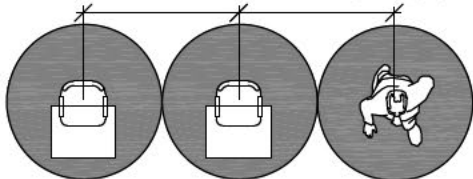
### Social Distance Space Requirements

Existing Room Desk Count (40)





6'-0"

Minimum Distance Instructor



2 Jersey City Satellite Building - Room 102 - Class 2  
SCALE: N.T.S

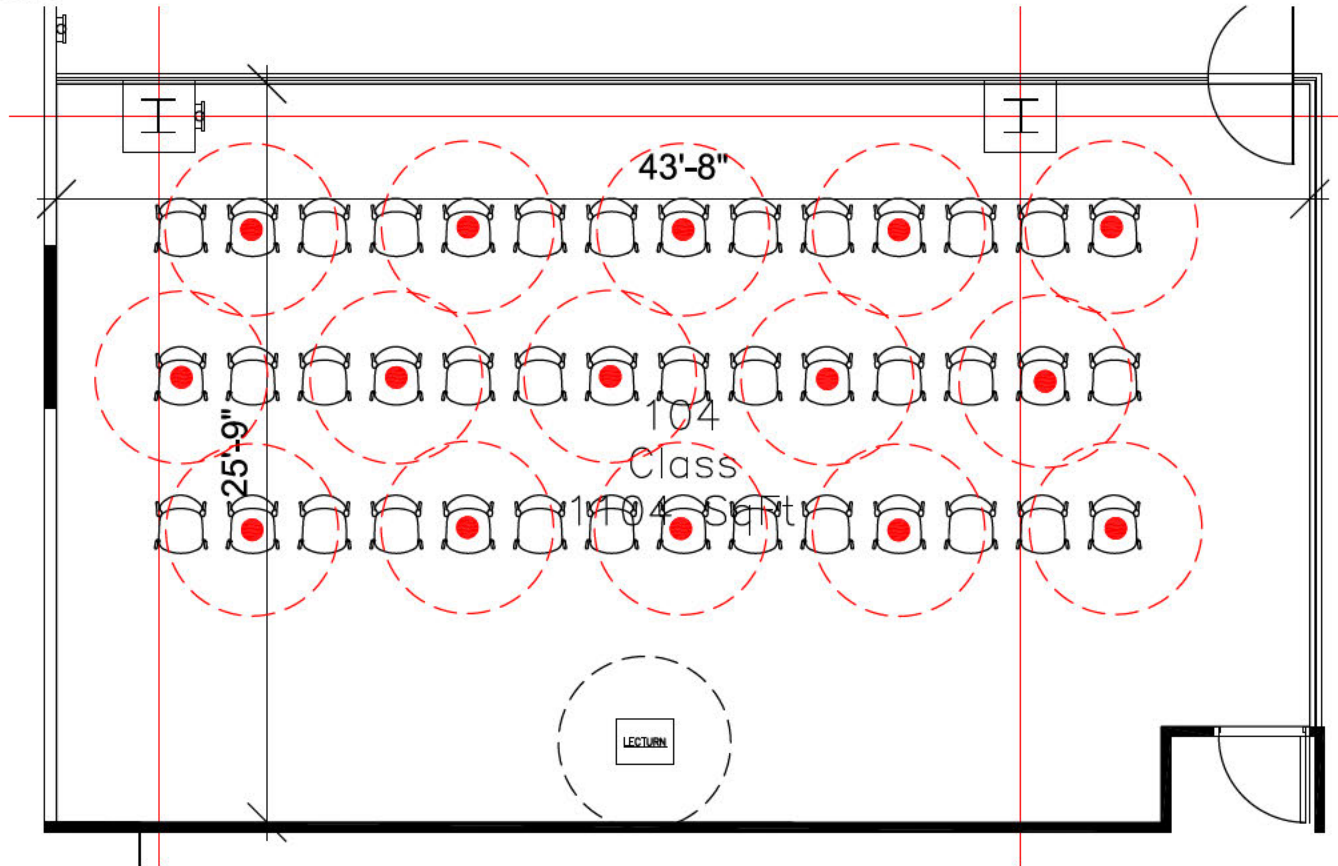
Proposed Modified  
Desk Count per Class

Class 1 - 15 Chairs   
Class 2 - 15 Chairs 

Total - 30 Safe Chairs

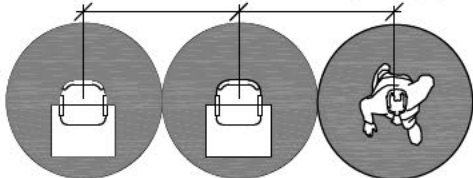
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Jersey City Satellite Building - Room 104 - Class 1

SCALE: N.T.S



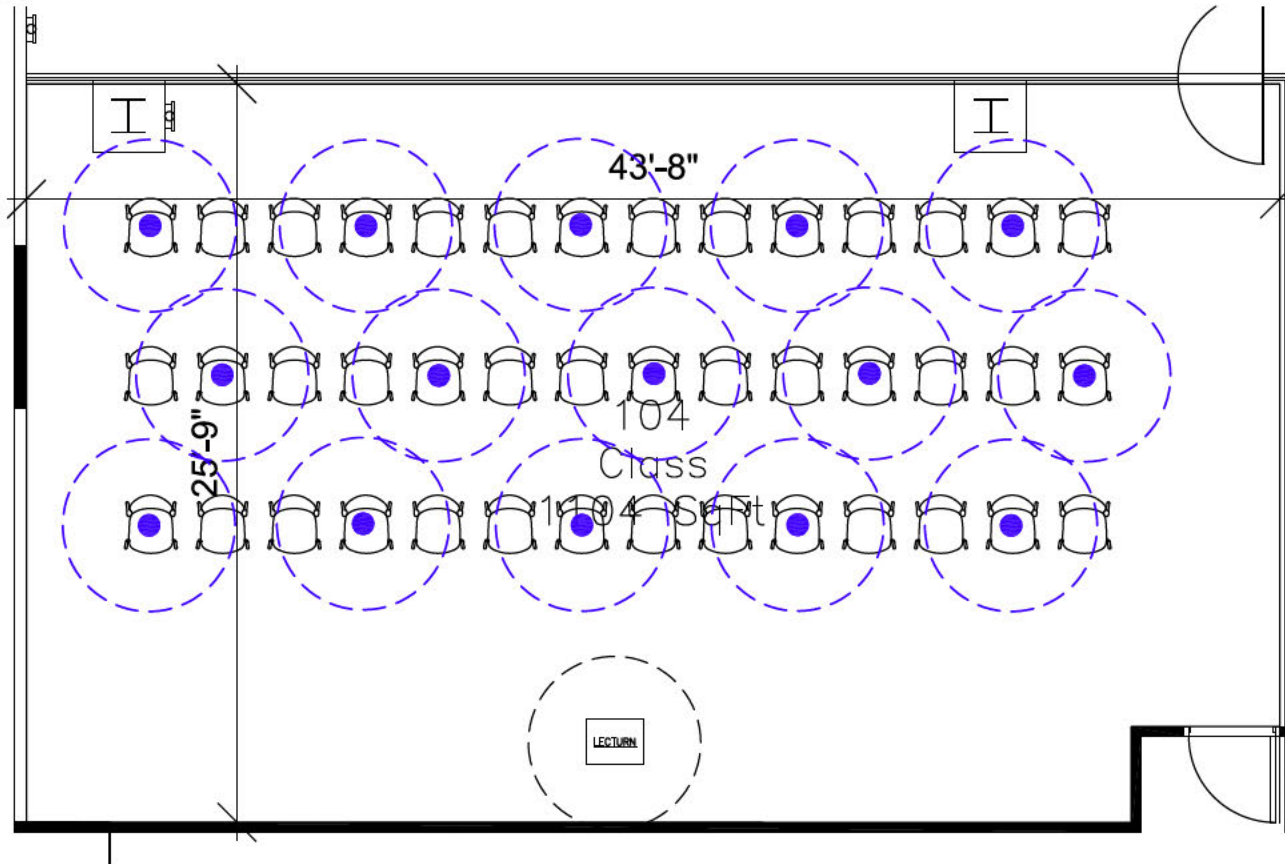
Proposed Modified  
Desk Count per Class

Class 1 - 15 Chairs ■  
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

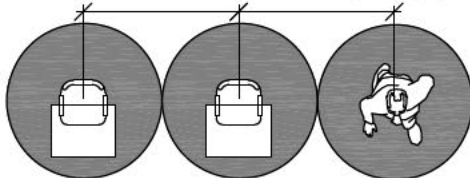
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2 Jersey City Satellite Building - Room 104 - Class 2  
SCALE: N.T.S



Proposed Modified  
Desk Count per Class

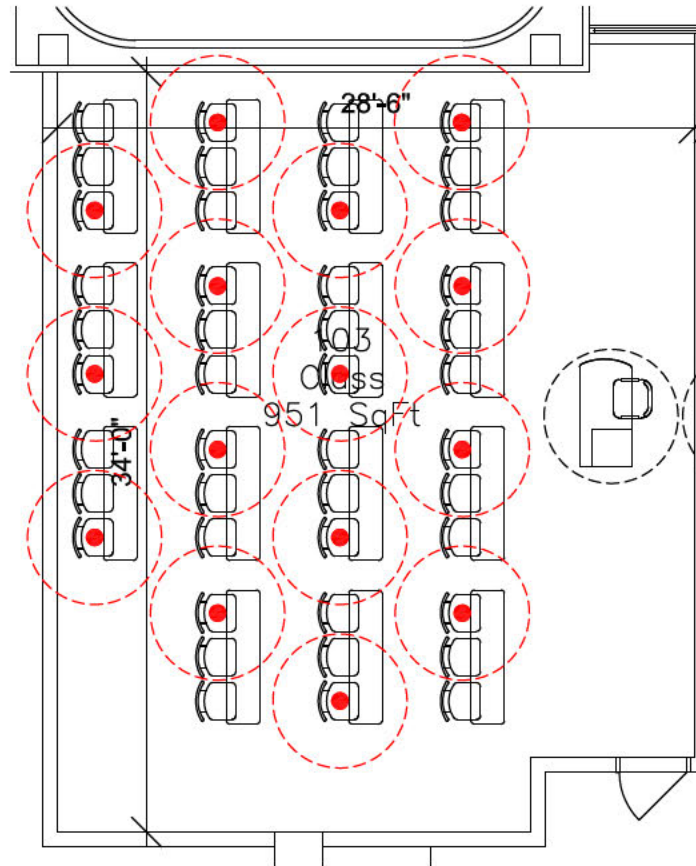
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

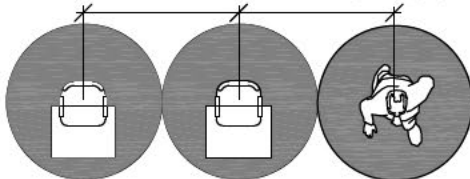
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 103 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

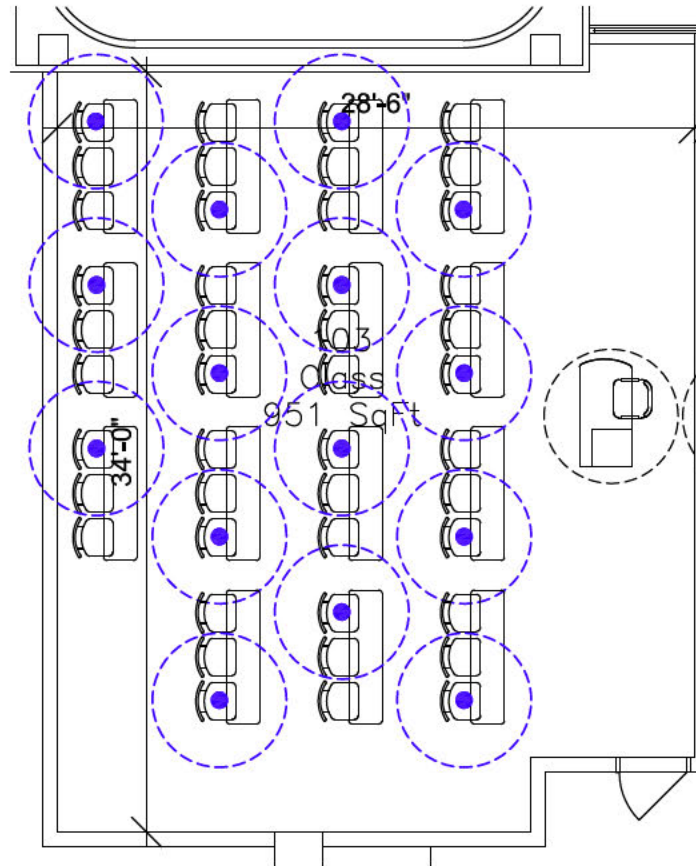
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

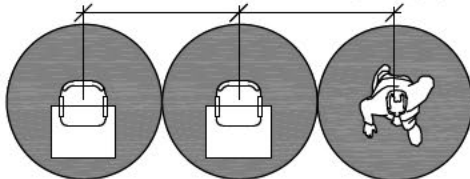
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 103 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

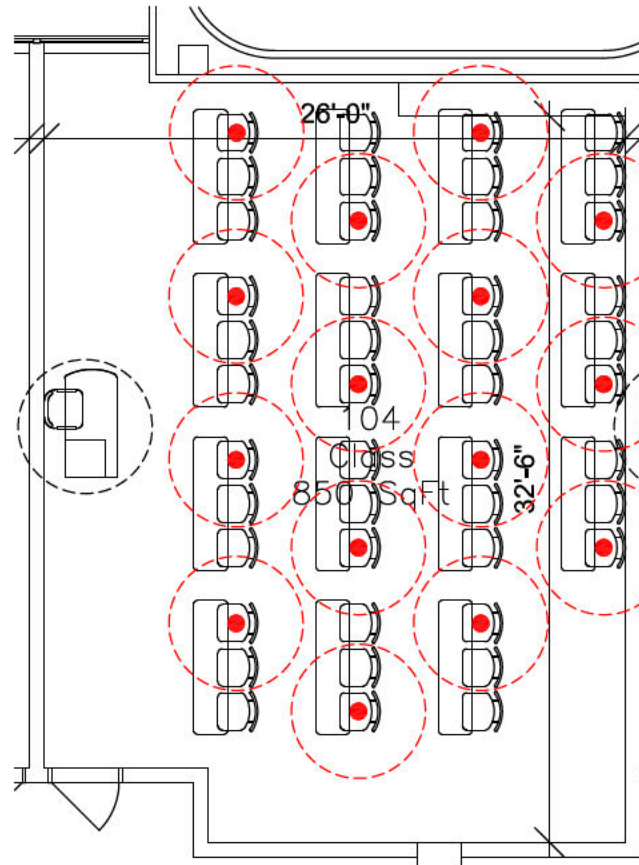
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

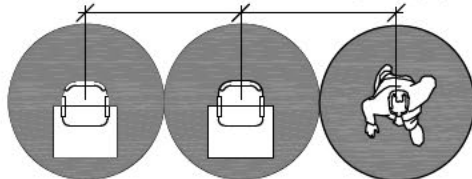
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 104 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

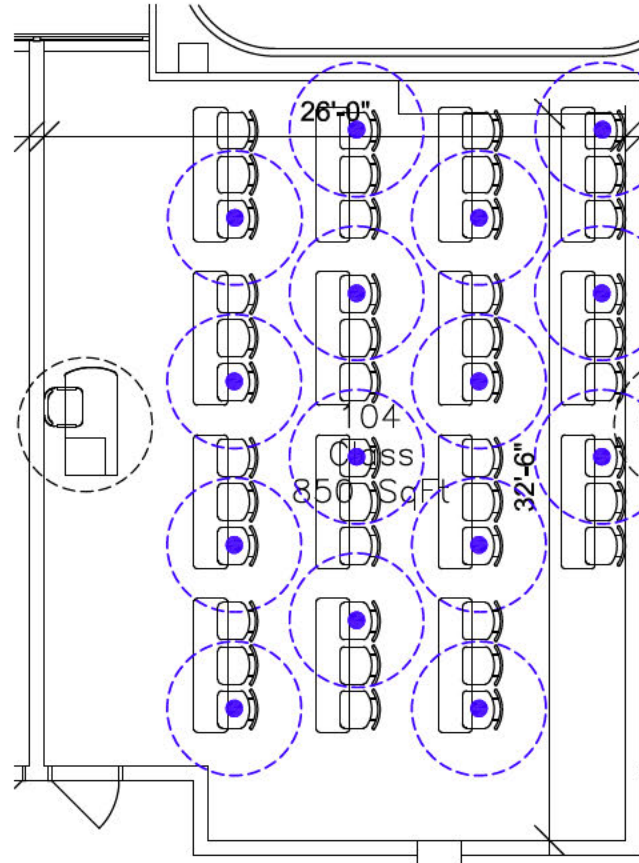
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

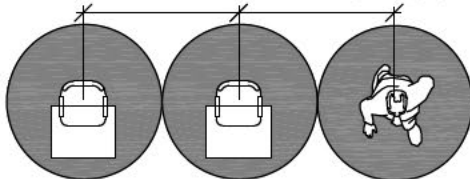
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 104 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

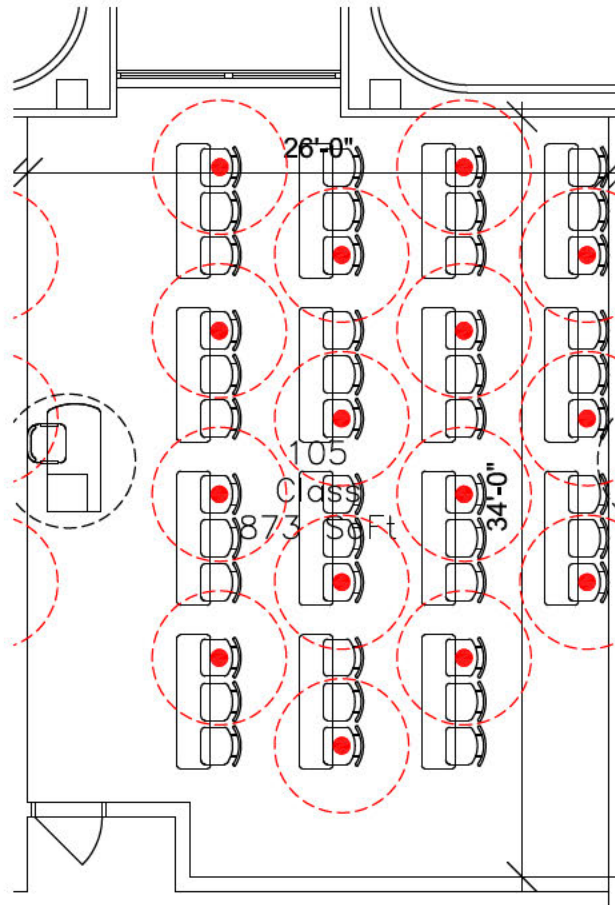
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

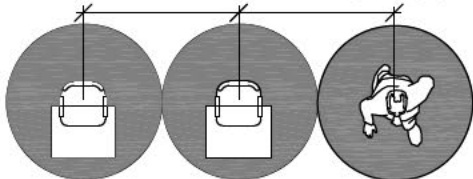
## Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 105 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

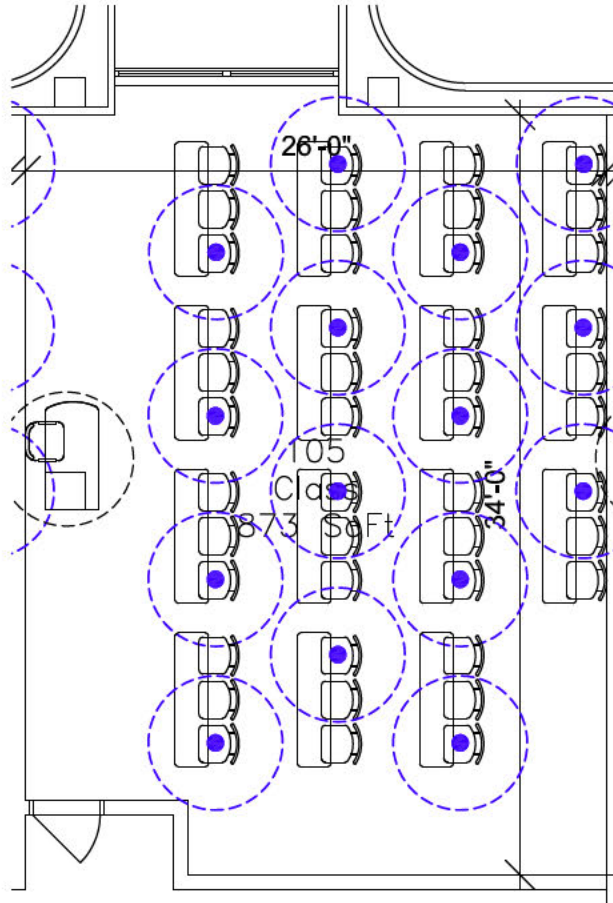
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

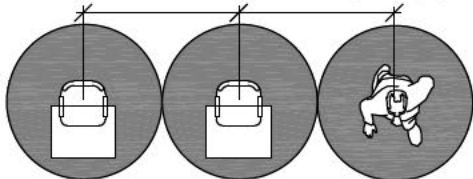
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 105 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

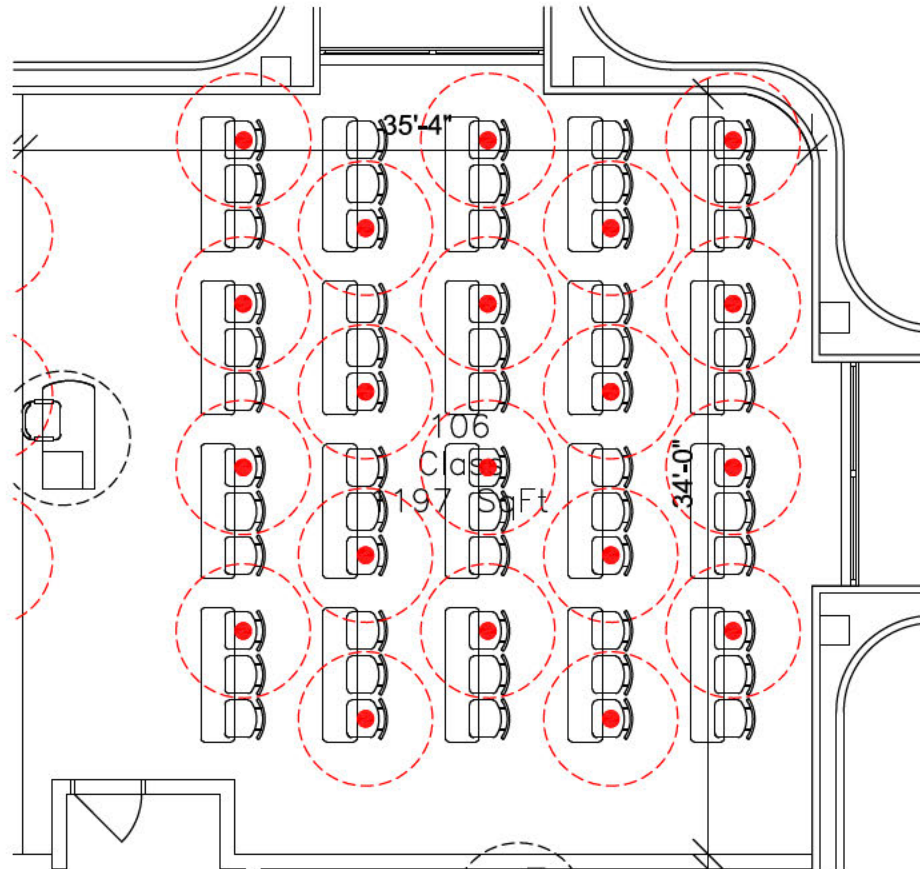
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

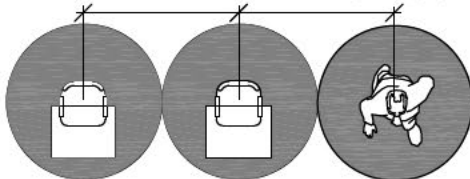
### Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



1 Kupfrian Hall Building - Room 106 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

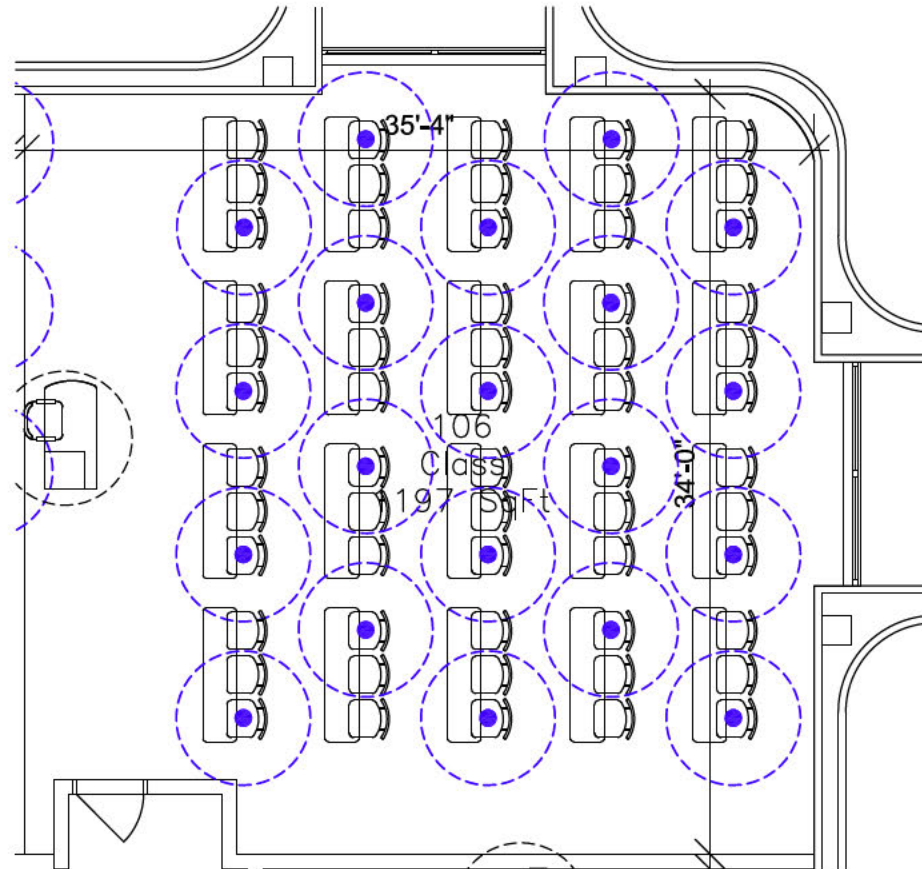
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

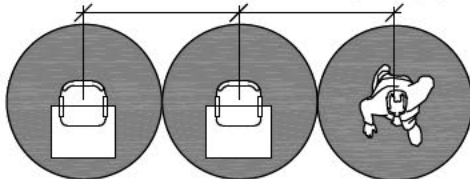
### Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 106 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

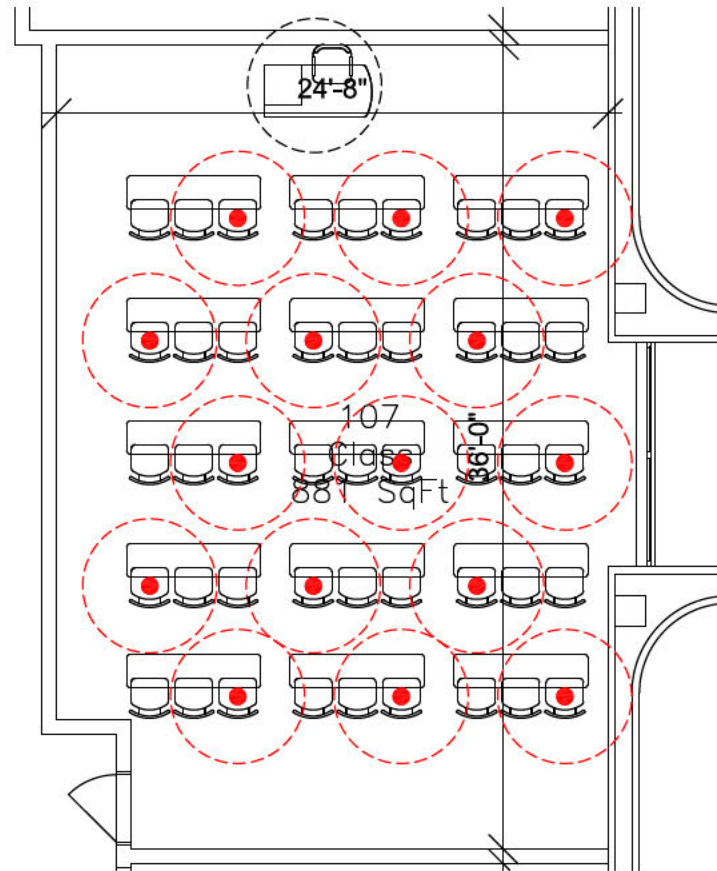
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

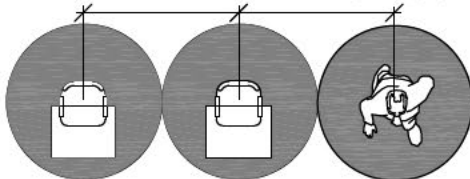
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1 Kupfrian Hall Building - Room 107 - Class 1  
SCALE: N.T.S



Proposed Modified  
Desk Count per Class

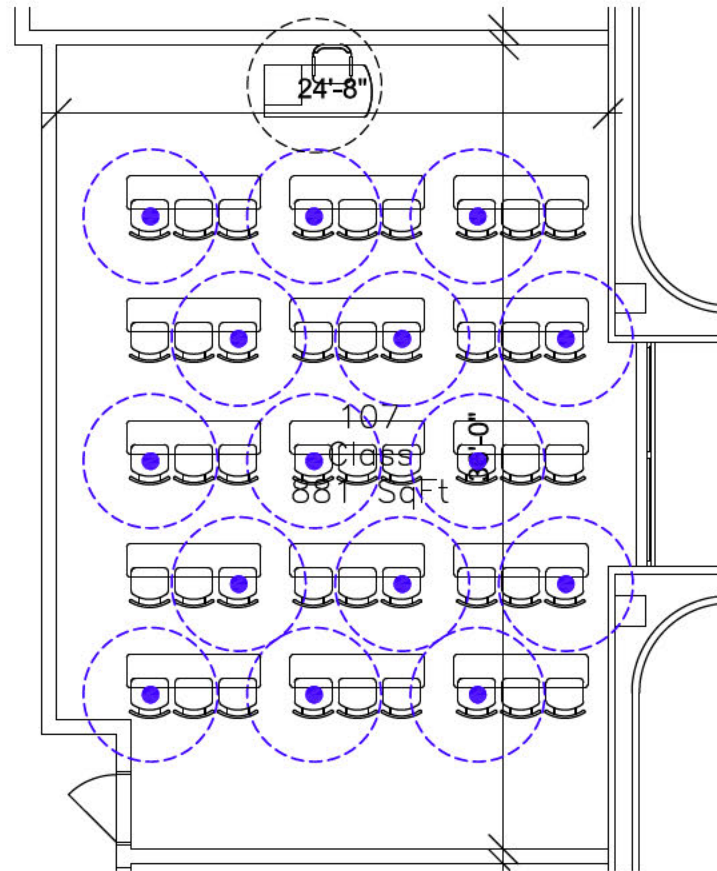
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

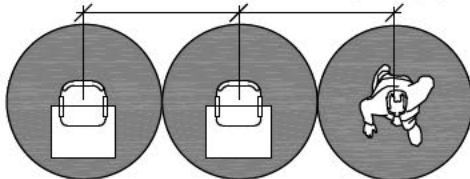
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 107 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

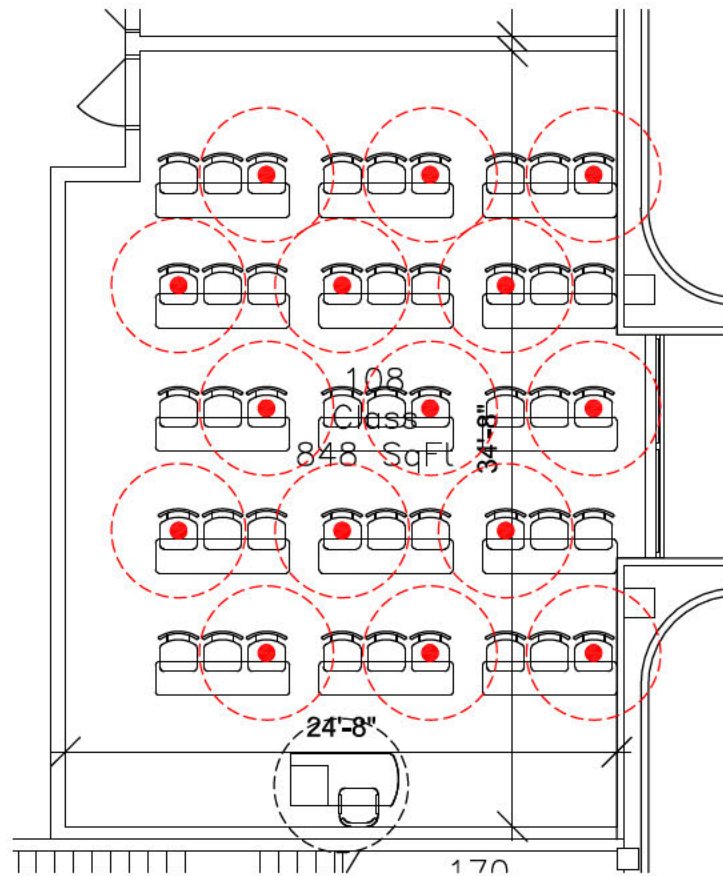
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

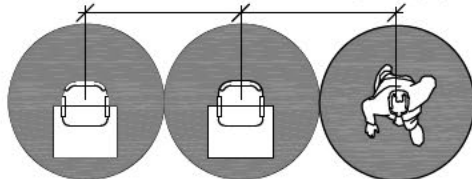
## Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 108 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

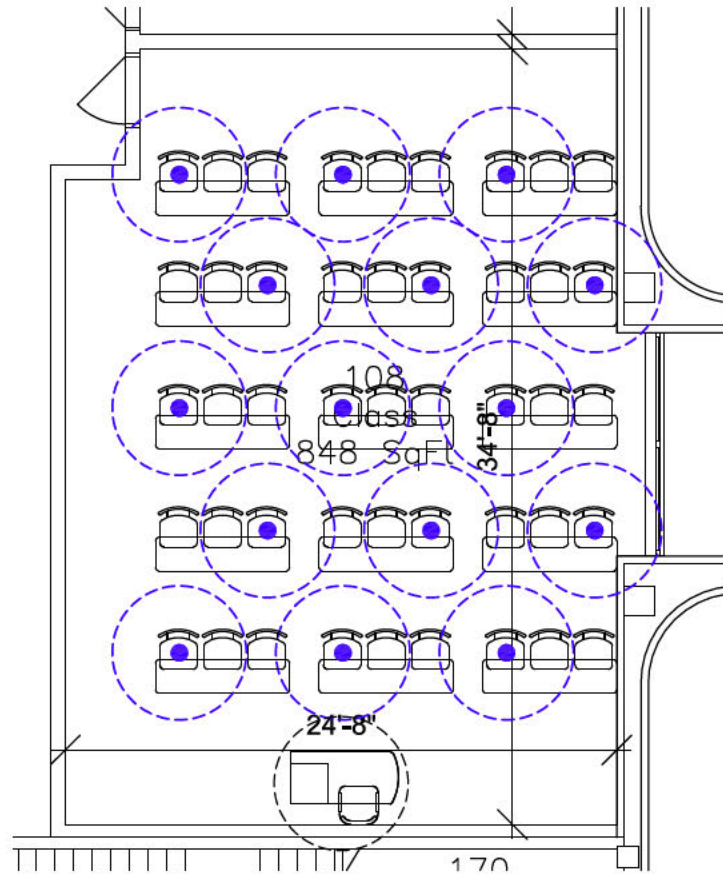
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

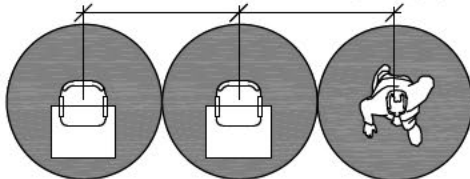
## Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 108 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

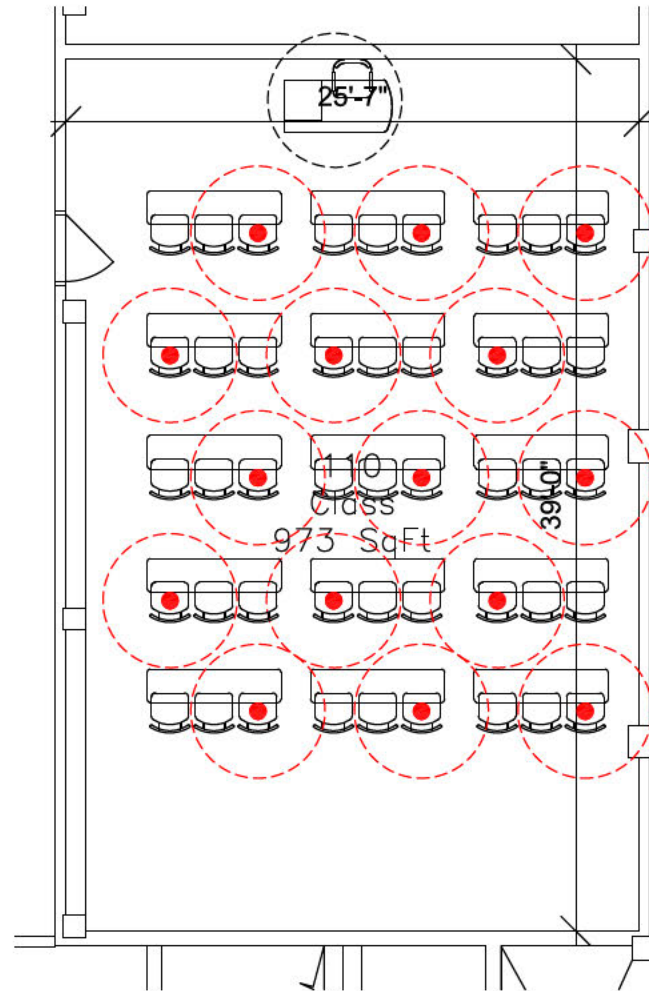
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

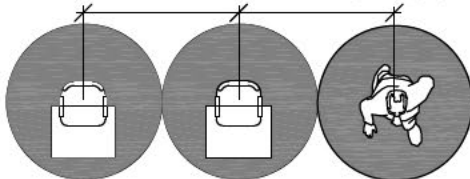
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 110 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

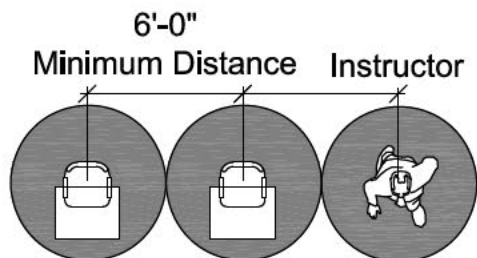
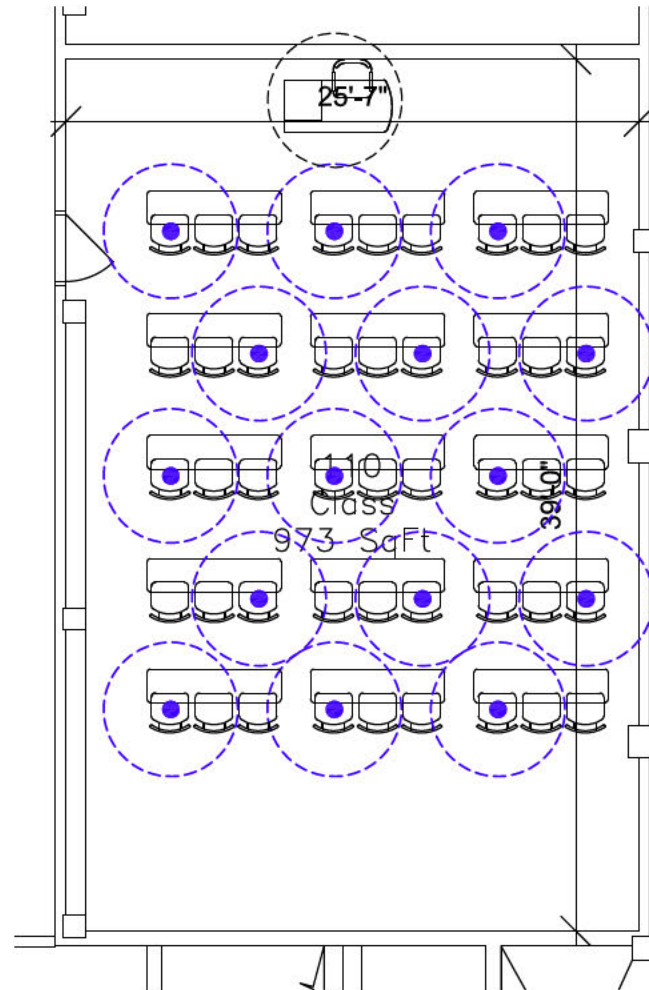
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (45)



2 Kupfrian Hall Building - Room 110 - Class 2  
SCALE: N.T.S



Proposed Modified  
Desk Count per Class

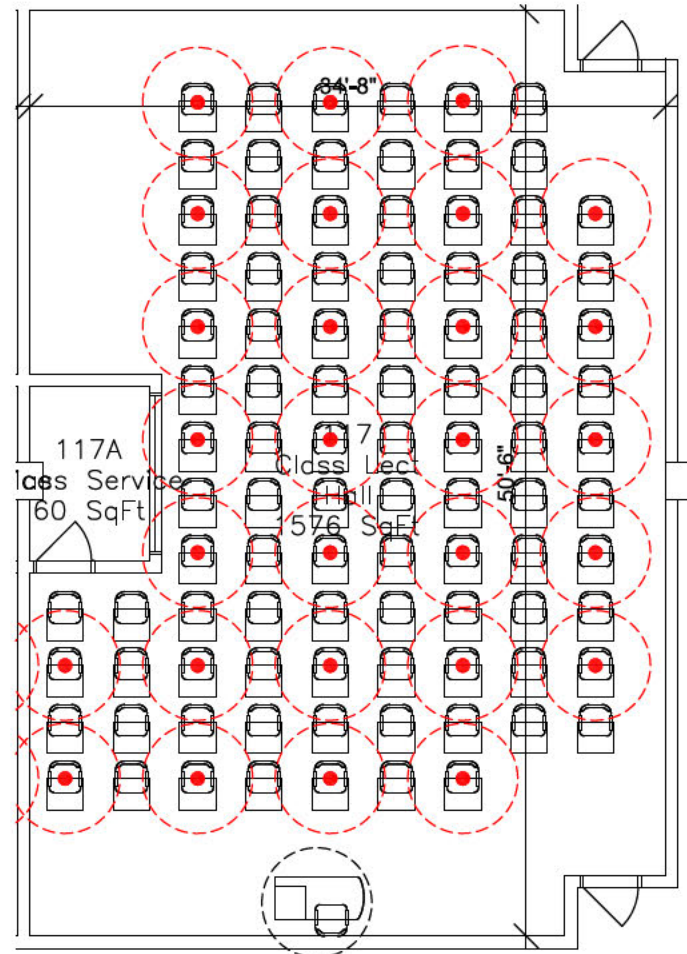
Class 1 - 28 Chairs ■

Class 2 - 23 Chairs ■

Total - 51 Safe Chairs

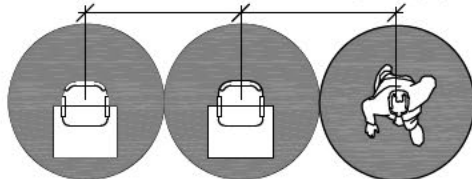
### Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 117 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

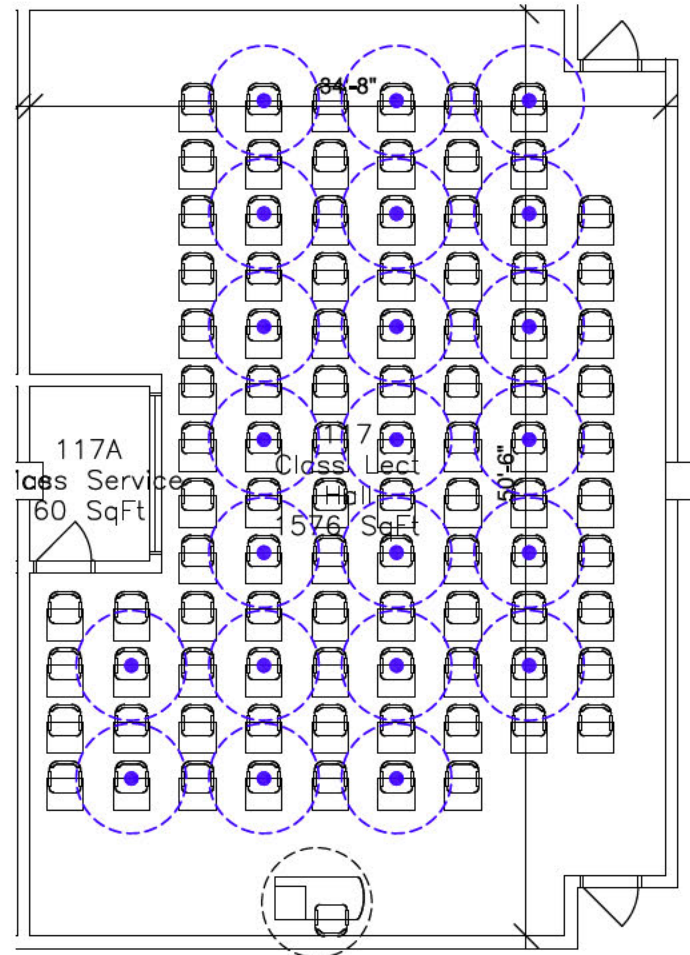
Class 1 - 28 Chairs ■

Class 2 - 23 Chairs ■

Total - 51 Safe Chairs

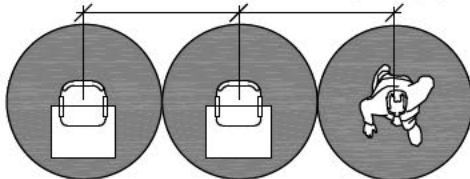
### Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 117 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

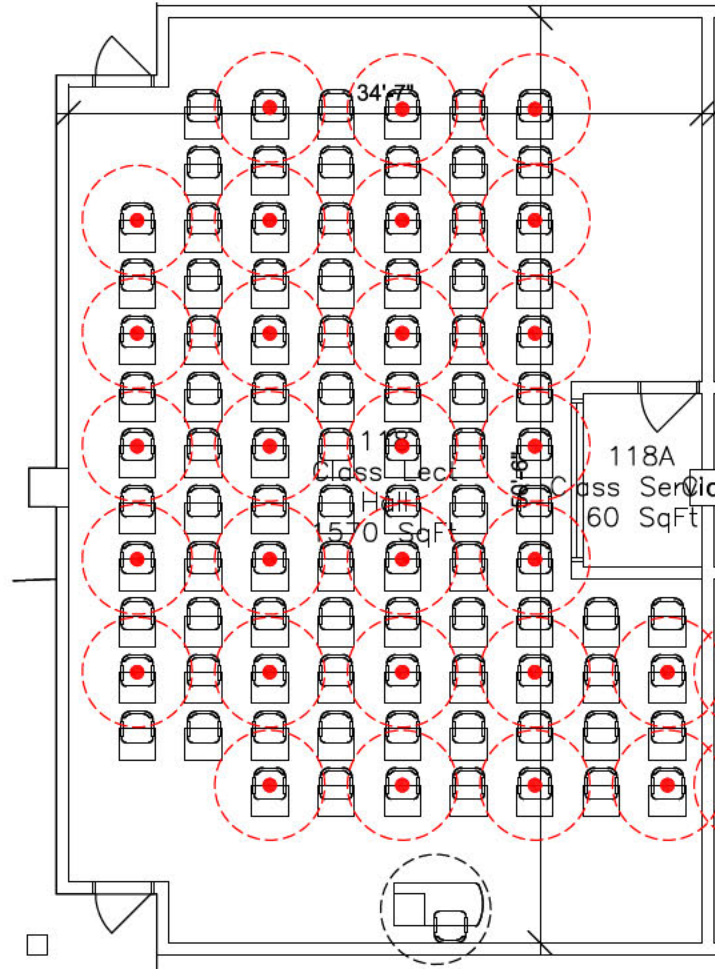
Class 1 - 28 Chairs ■

Class 2 - 22 Chairs ■

Total - 50 Safe Chairs

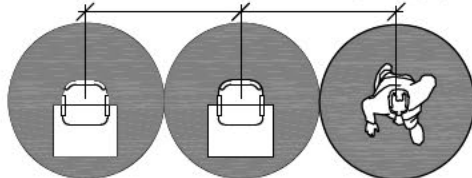
### Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



1 Kupfrian Hall Building - Room 118 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

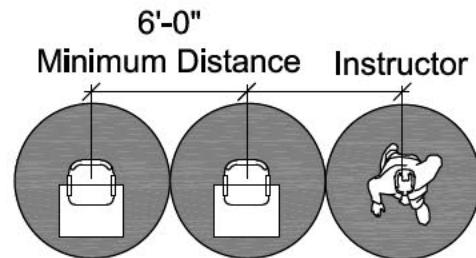
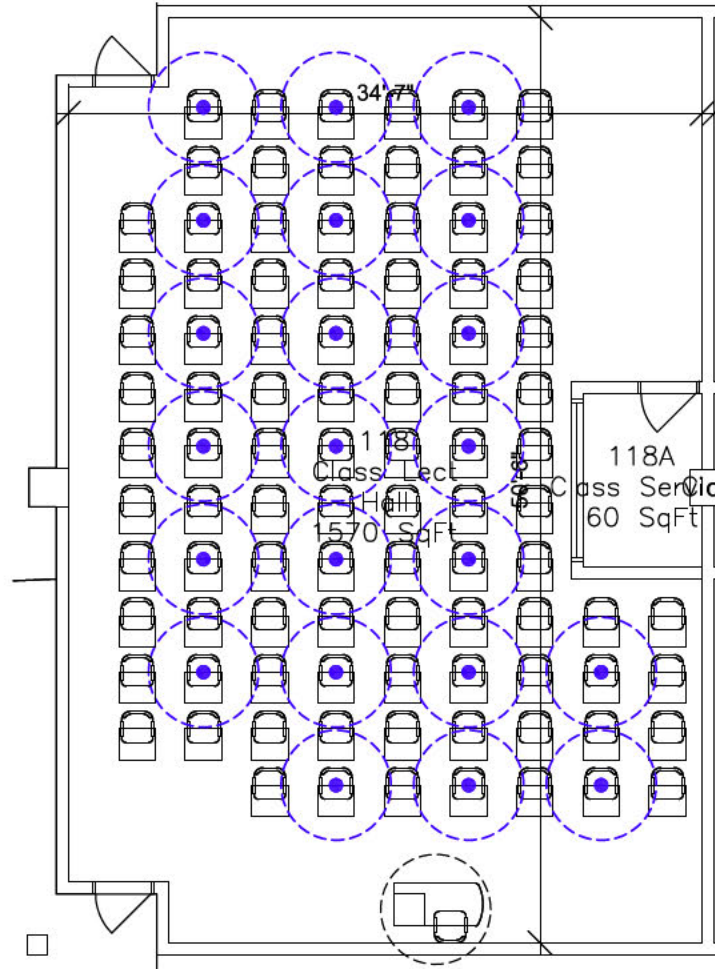
Class 1 - 28 Chairs ■

Class 2 - 22 Chairs ■

Total - 50 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (95)



2 Kupfrian Hall Building - Room 118 - Class 2  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

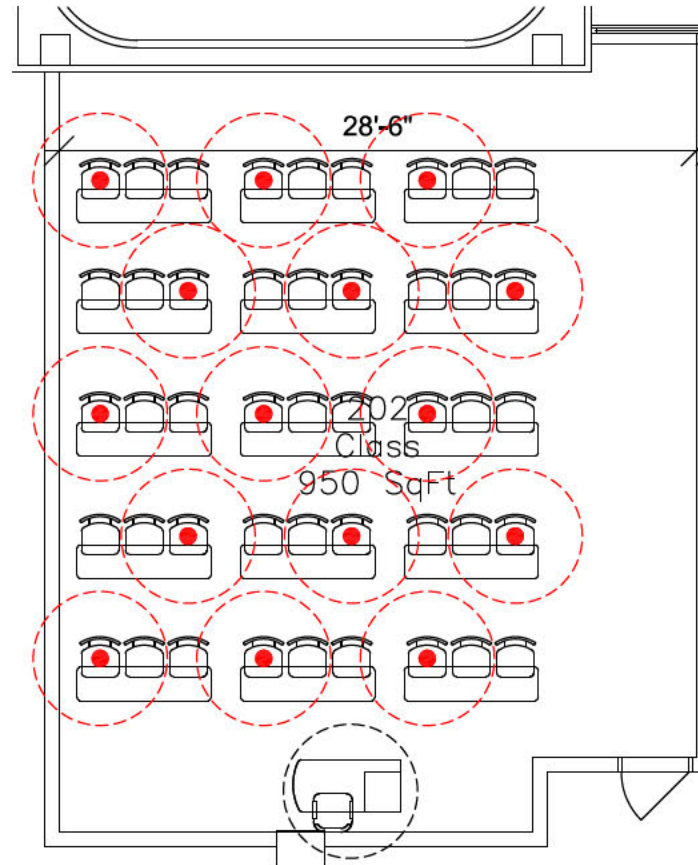
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

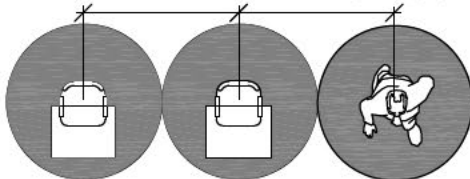
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 202 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

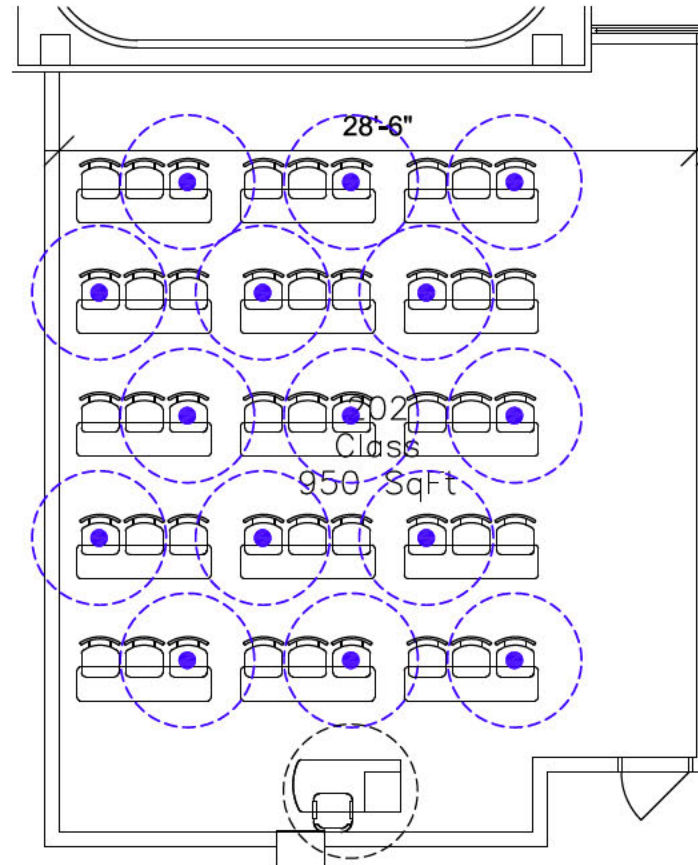
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

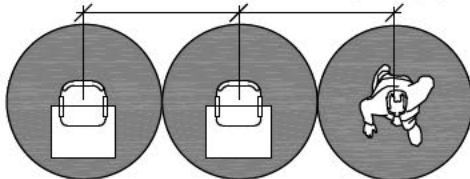
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 202 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

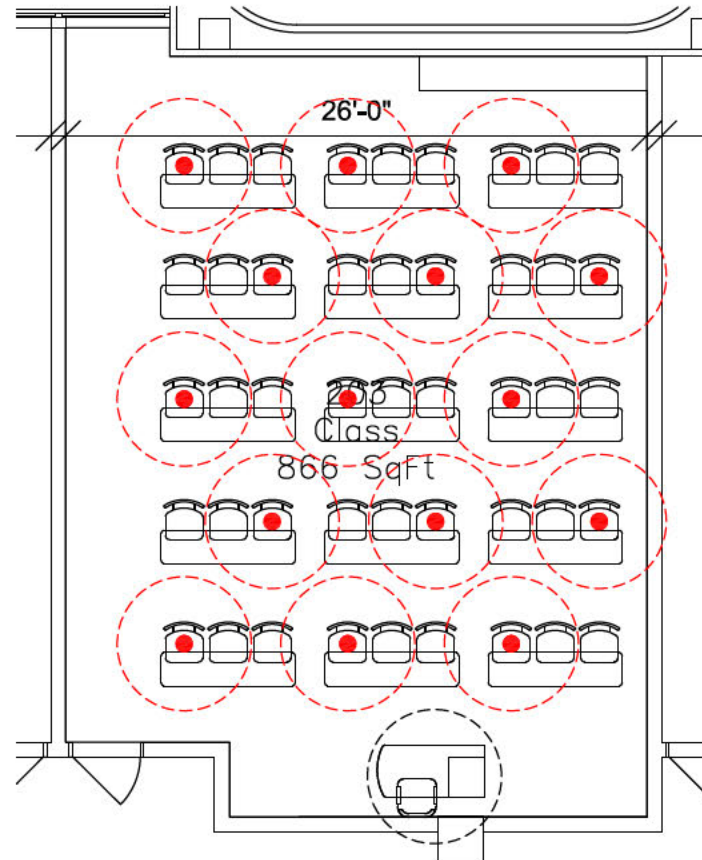
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

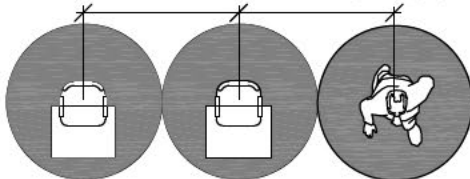
## Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 203 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

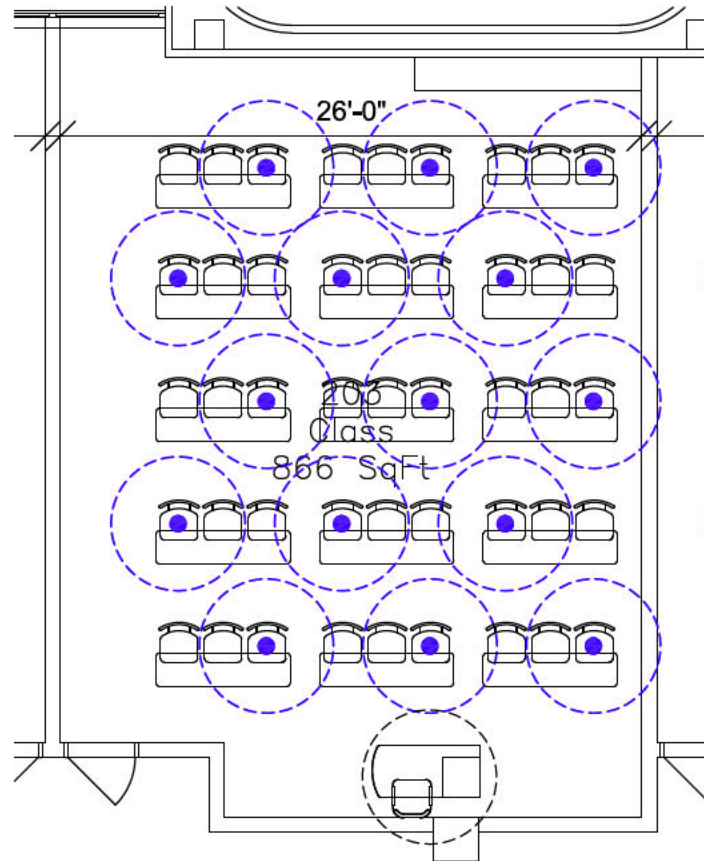
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

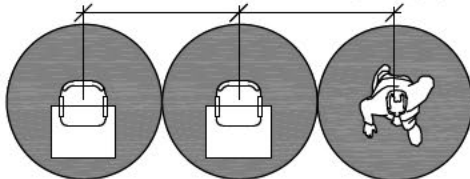
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 203 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

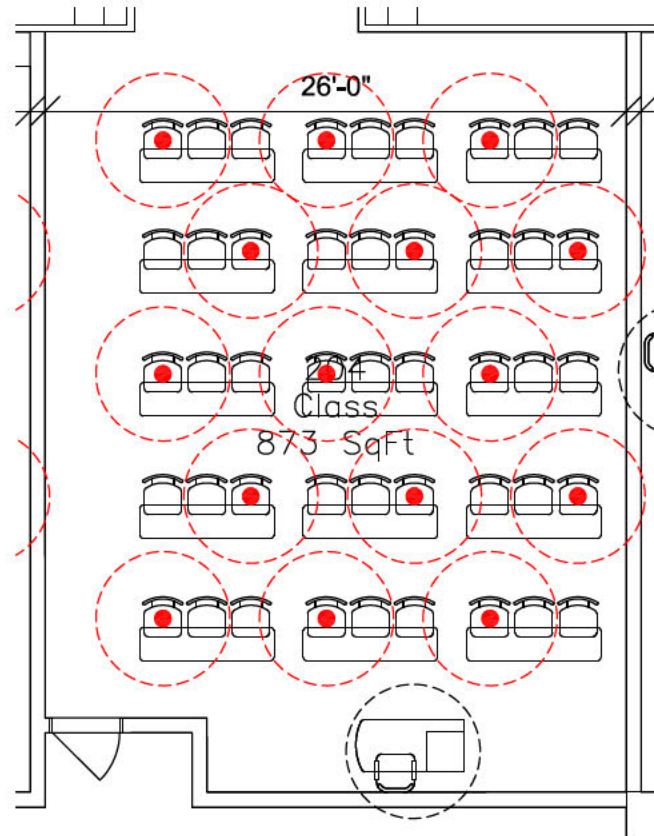
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

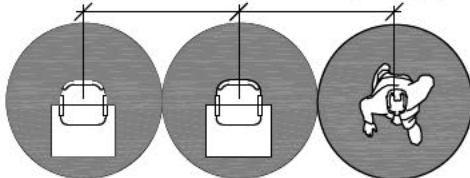
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 204 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

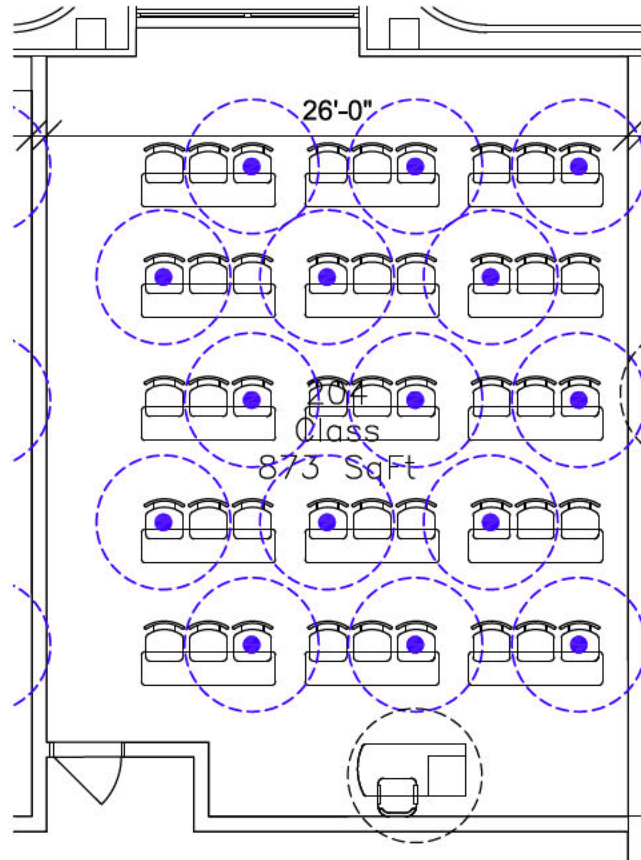
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

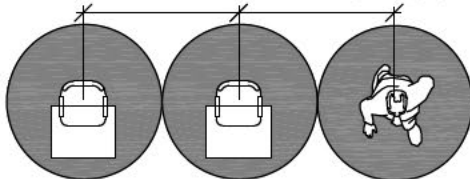
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 204 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

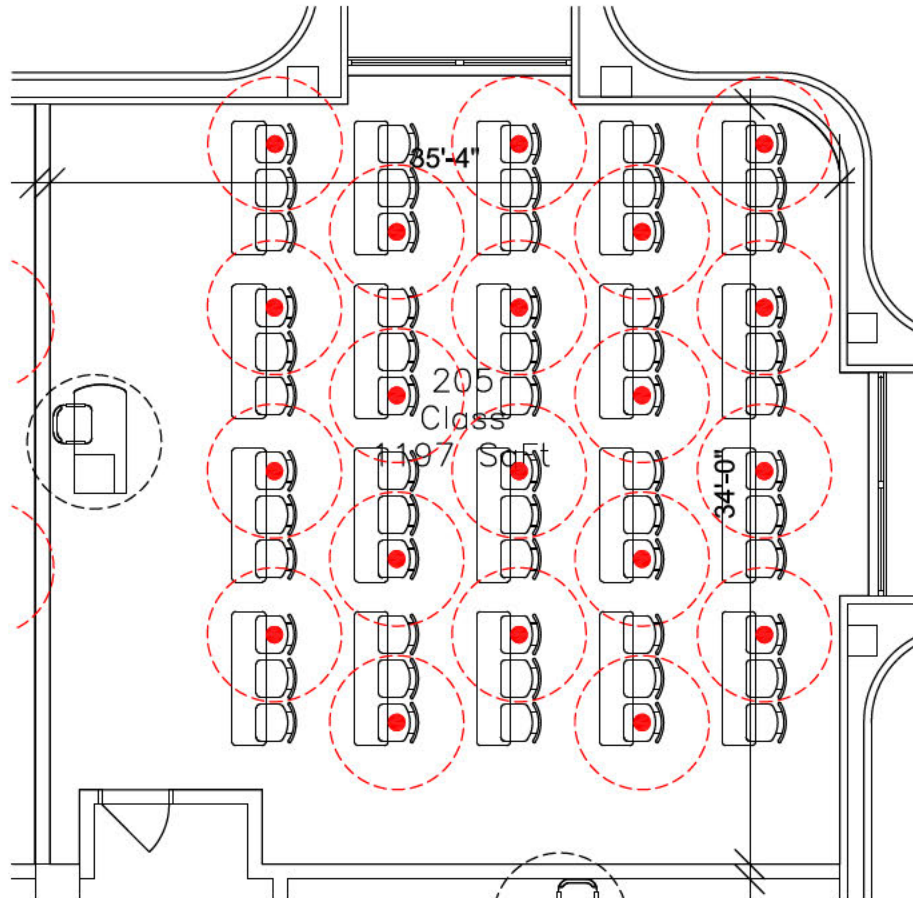
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

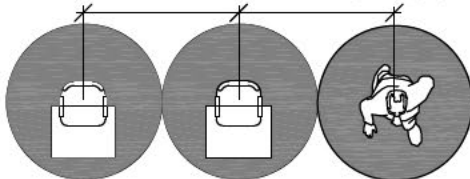
### Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 205 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

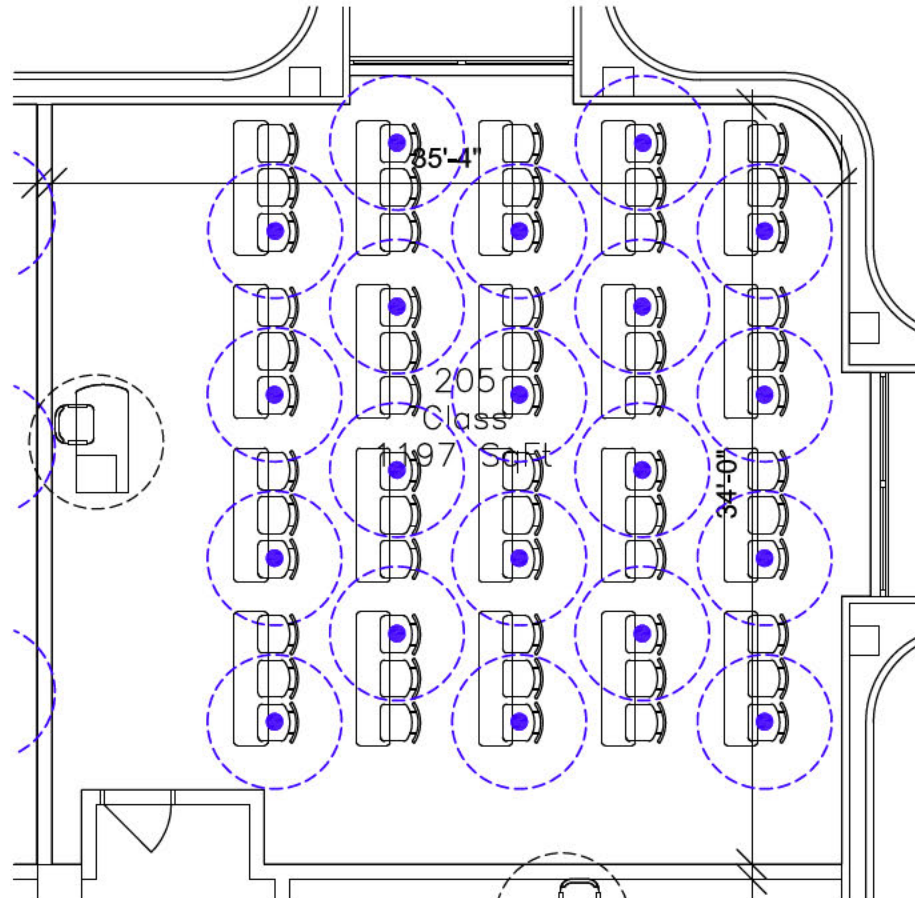
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

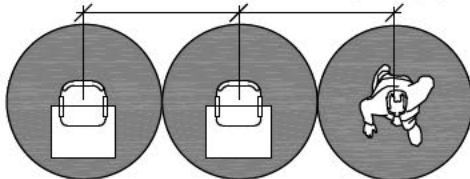
### Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 205 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

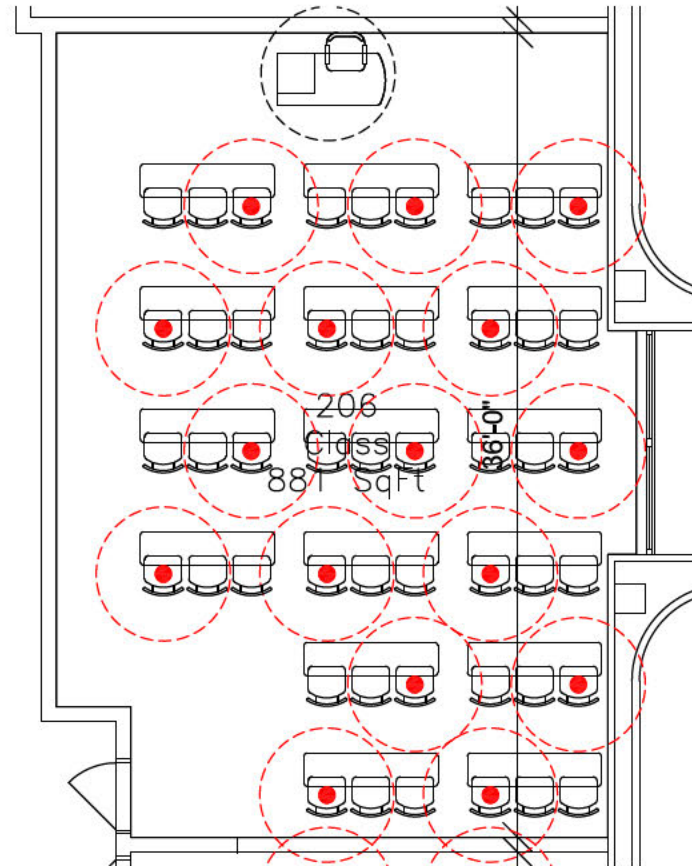
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

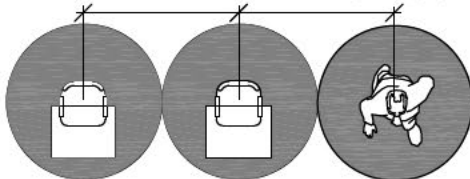
### Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 206 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

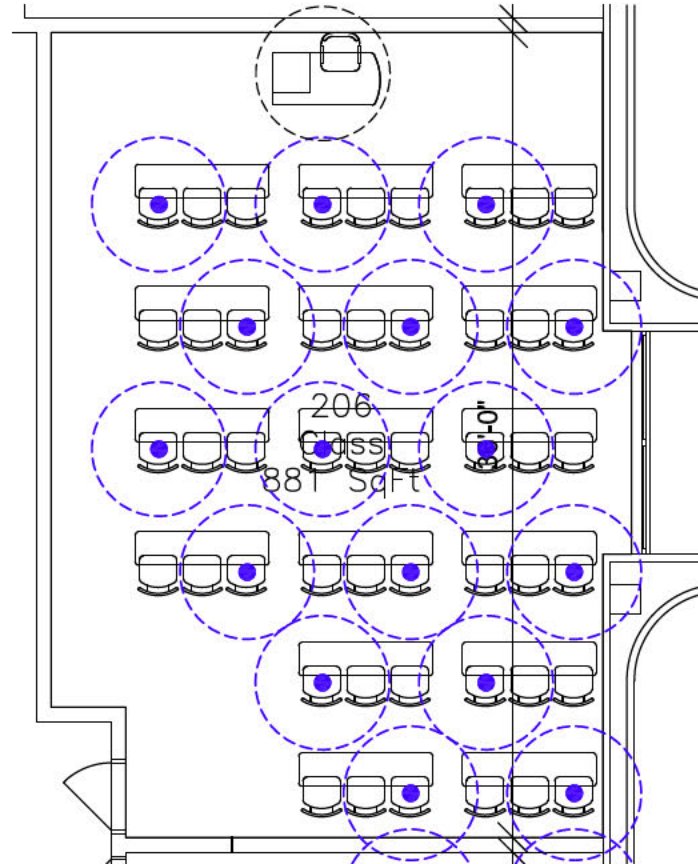
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

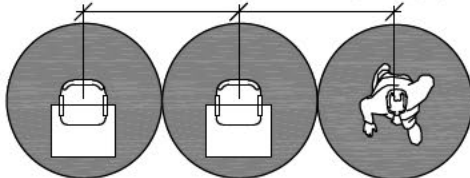
### Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



2

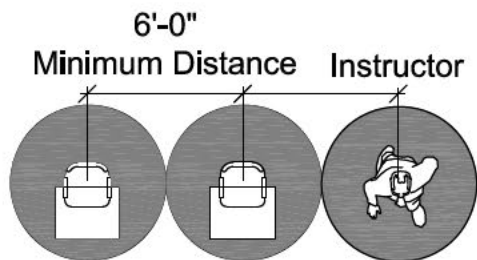
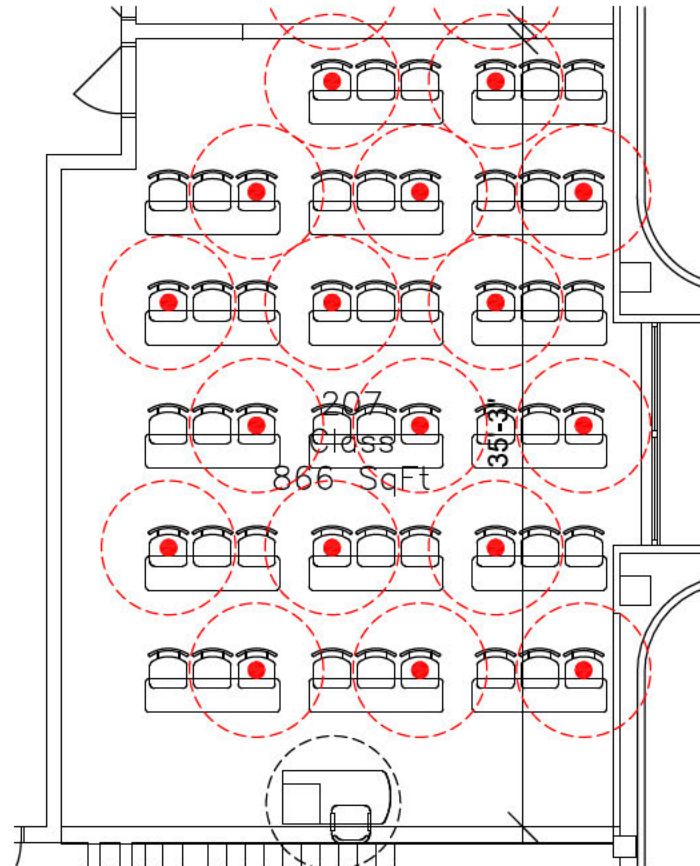
Kupfrian Hall Building - Room 206 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 17 Chairs ■  
 Class 2 - 17 Chairs ■  
 Total - 34 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (51)



1 Kupfrian Hall Building - Room 207 - Class 1  
 SCALE: N.T.S



Proposed Modified  
Desk Count per Class

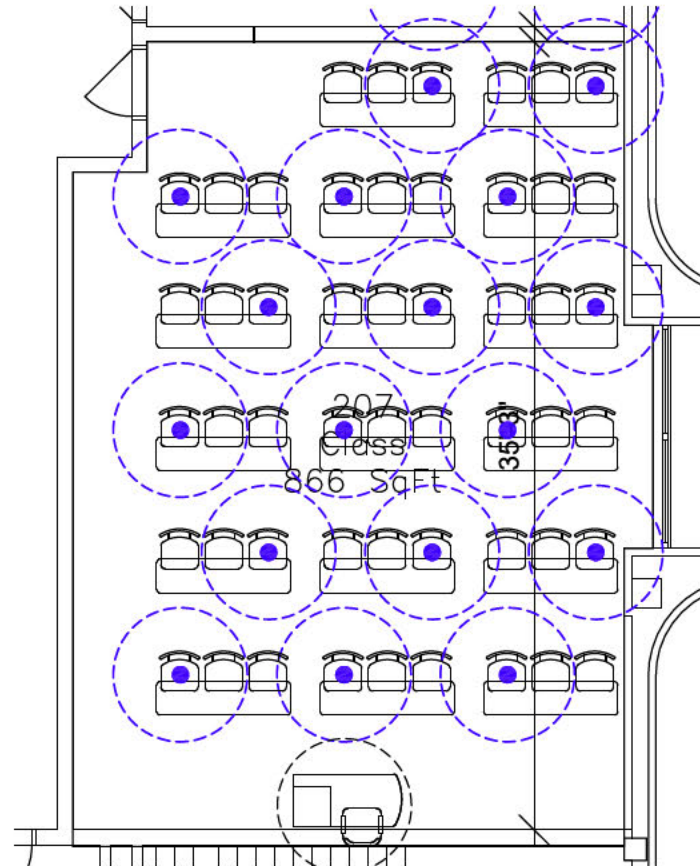
Class 1 - 17 Chairs ■

Class 2 - 17 Chairs ■

Total - 34 Safe Chairs

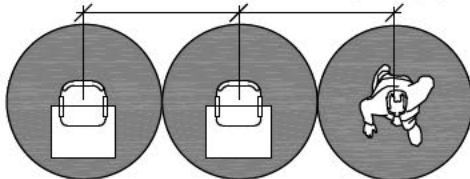
### Social Distance Space Requirements

Existing Room Desk Count (51)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 207 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

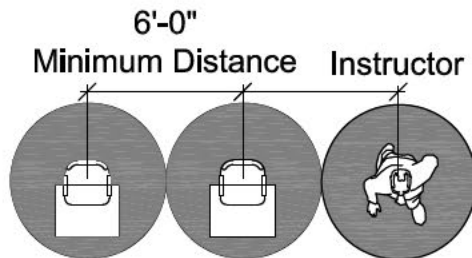
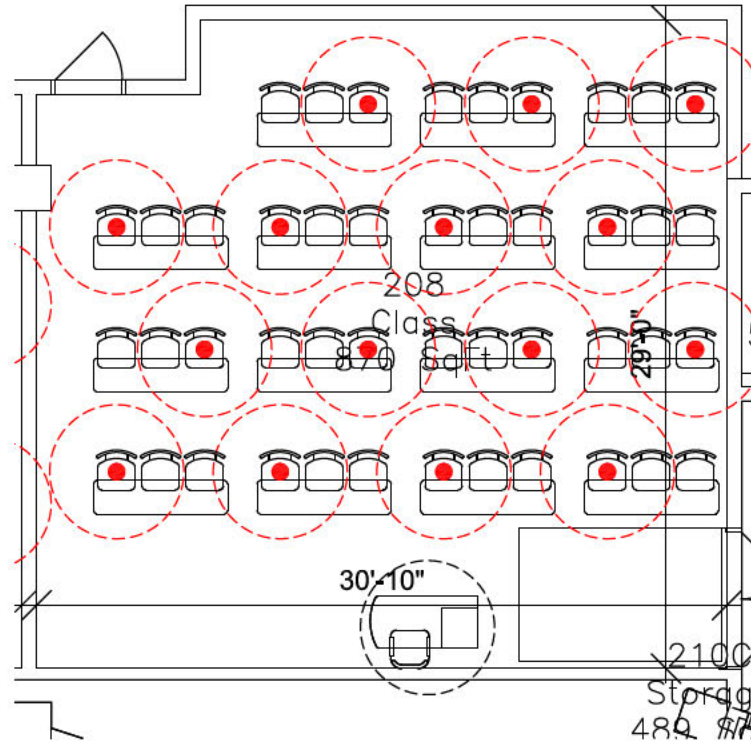
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (45)



1 Kupfrian Hall Building - Room 208 - Class 1  
SCALE: N.T.S

Proposed Modified  
Desk Count per Class

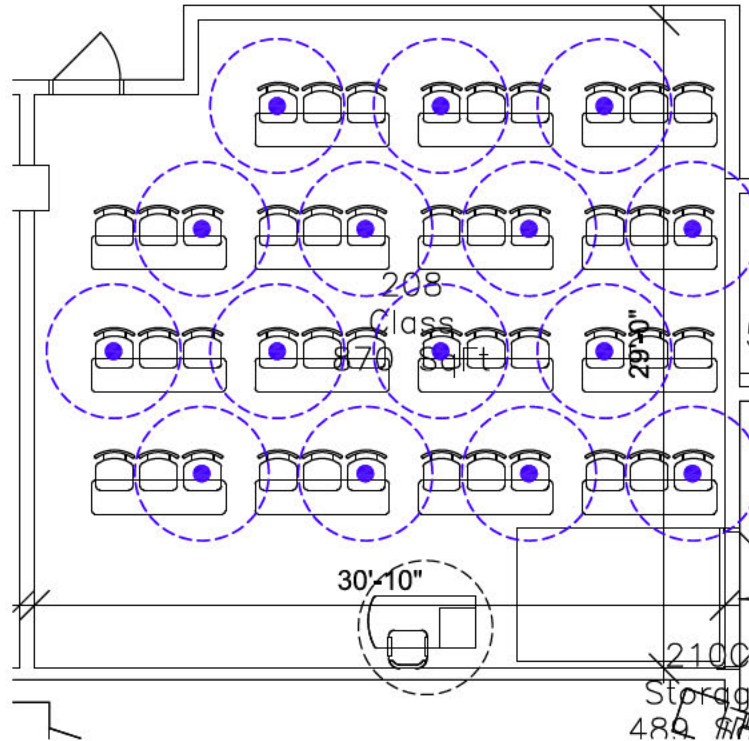
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

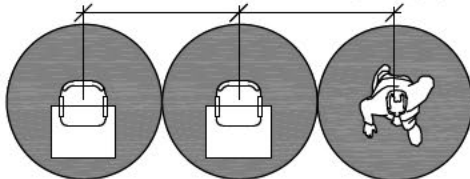
### Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

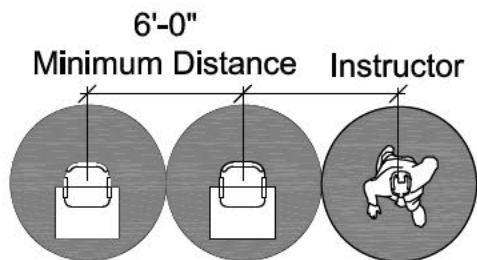
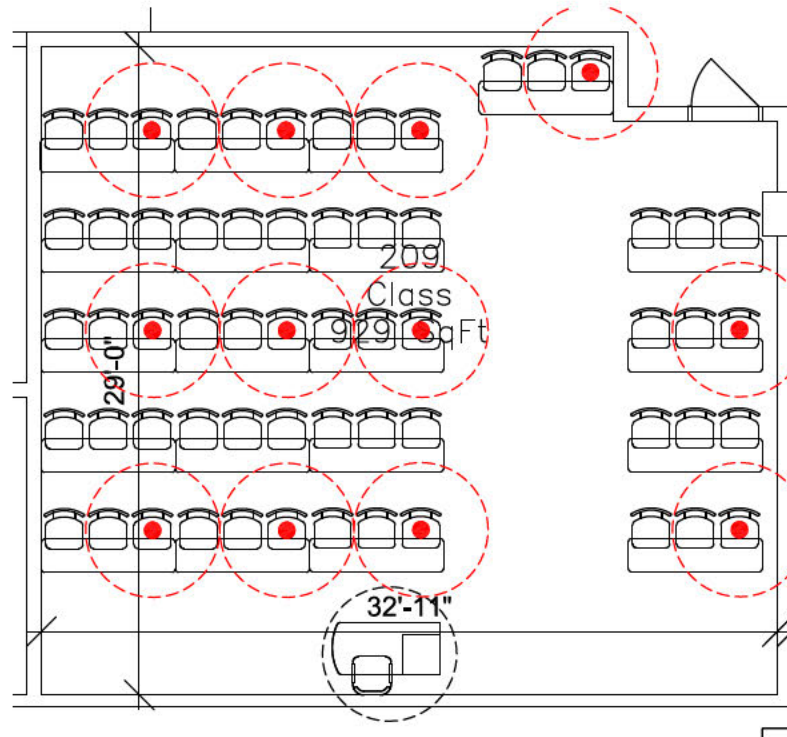
Kupfrian Hall Building - Room 208 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 24 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (60)

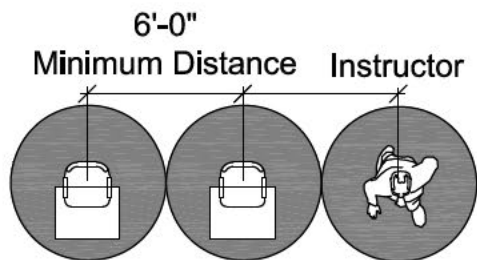
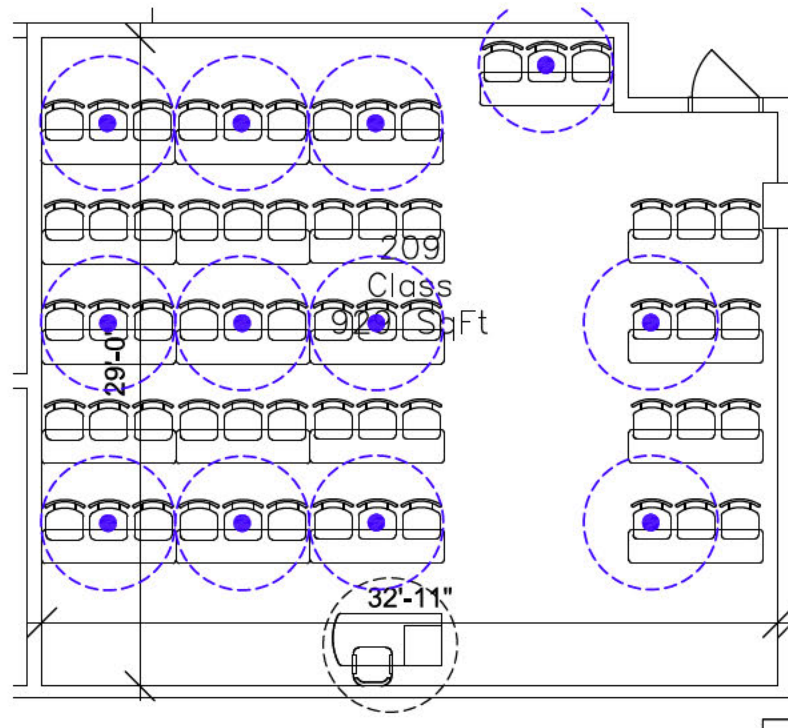


1 Kupfrian Hall Building - Room 209 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 24 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (60)



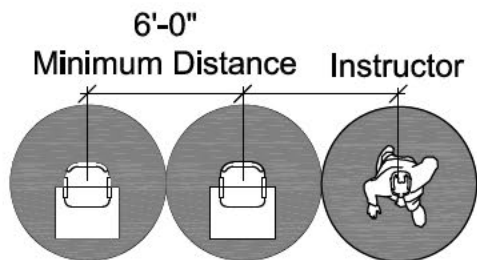
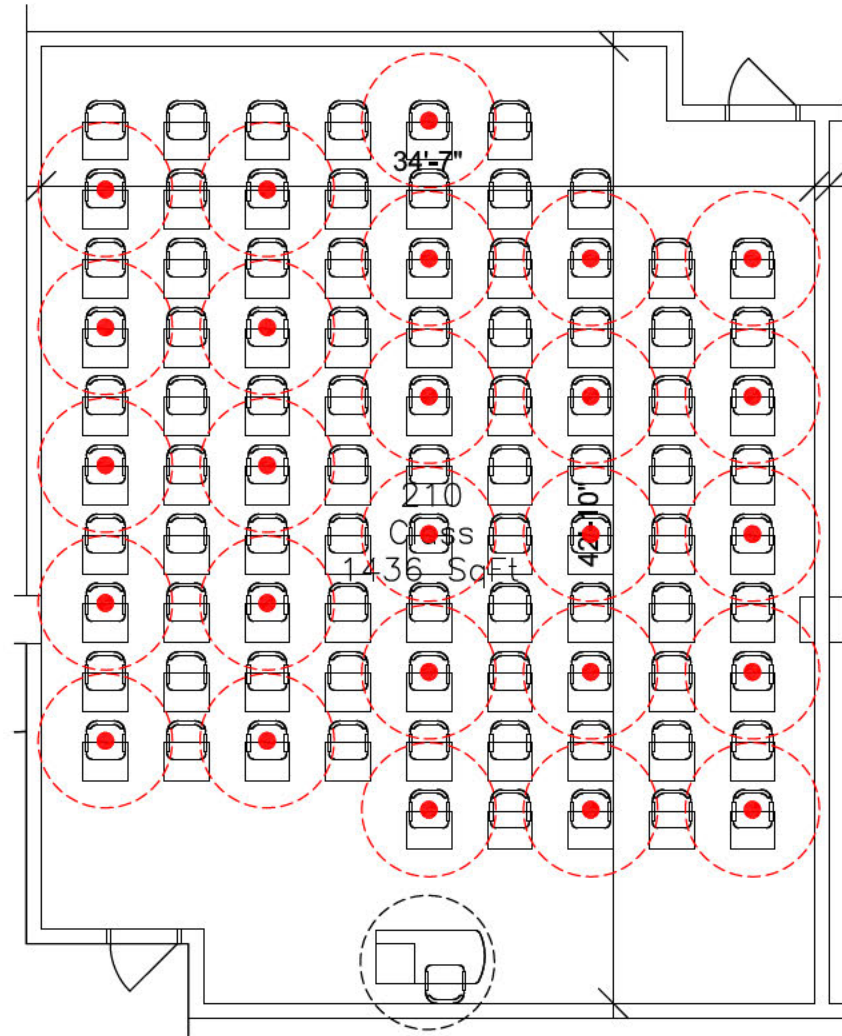
2 Kupfrian Hall Building - Room 209 - Class 2  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 26 Chairs ■  
 Class 2 - 21 Chairs ■  
 Total - 47 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (90)



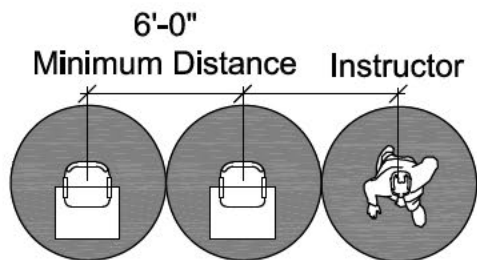
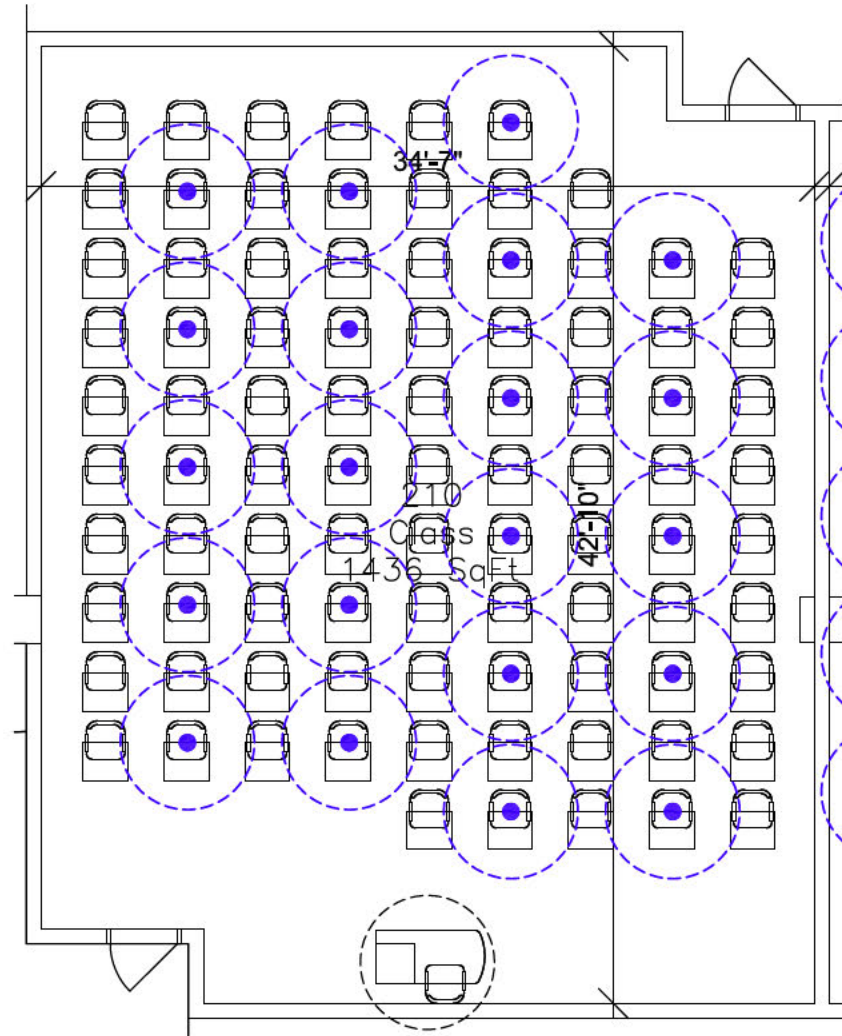
1 Kupfrian Hall Building - Room 210 - Class 1  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 26 Chairs ■  
 Class 2 - 21 Chairs ■  
 Total - 47 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (90)

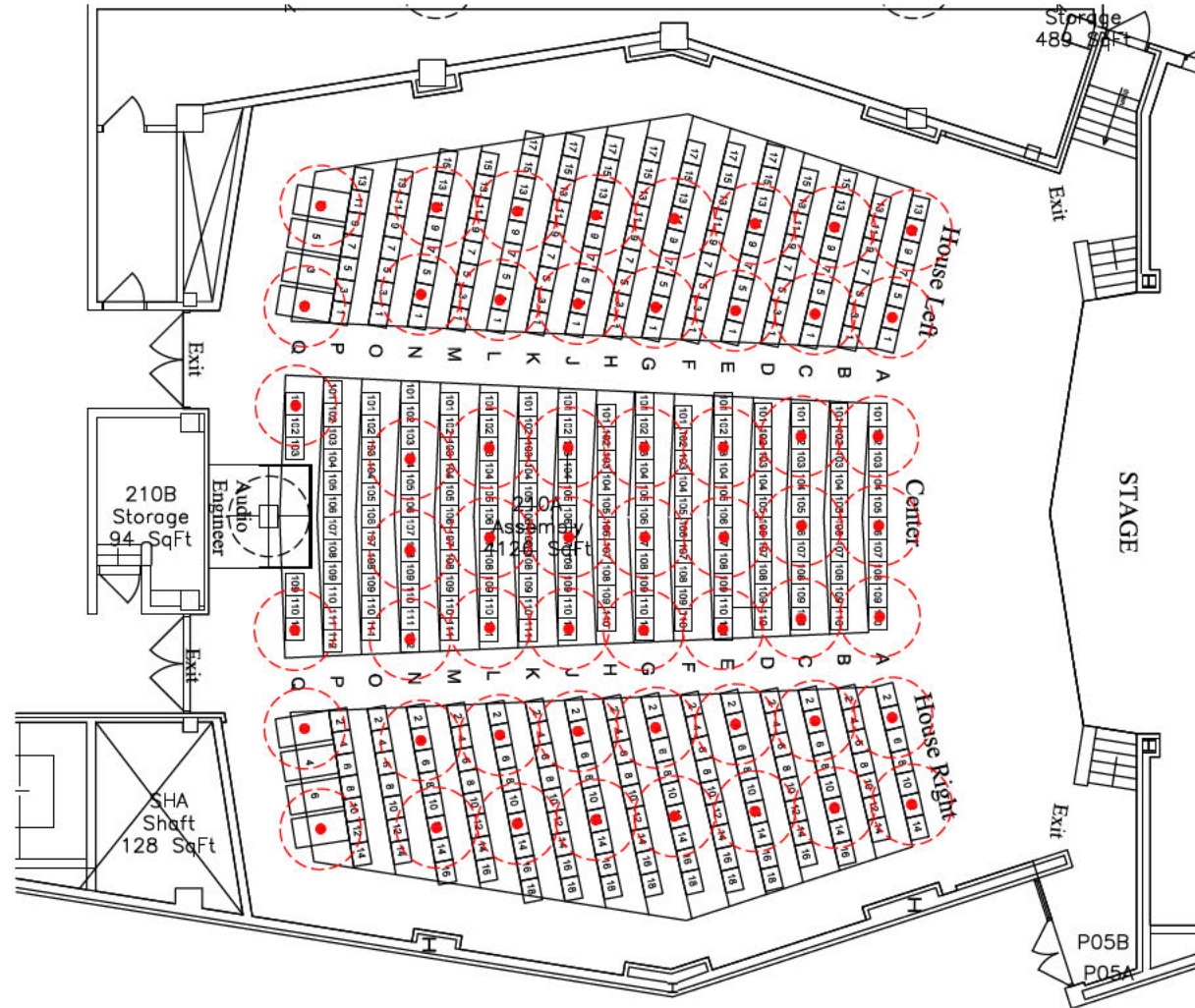


2 Kupfrian Hall Building - Room 210 - Class 2  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 58 Chairs ■  
 Class 2 - 55 Chairs ■  
 Total - 113 Safe Chairs

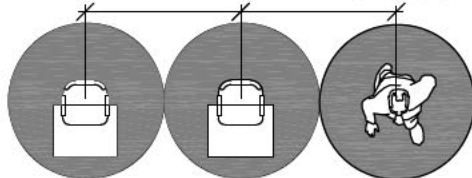
### Social Distance Space Requirements

Existing Room Desk Count (426)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 210A - Class 1

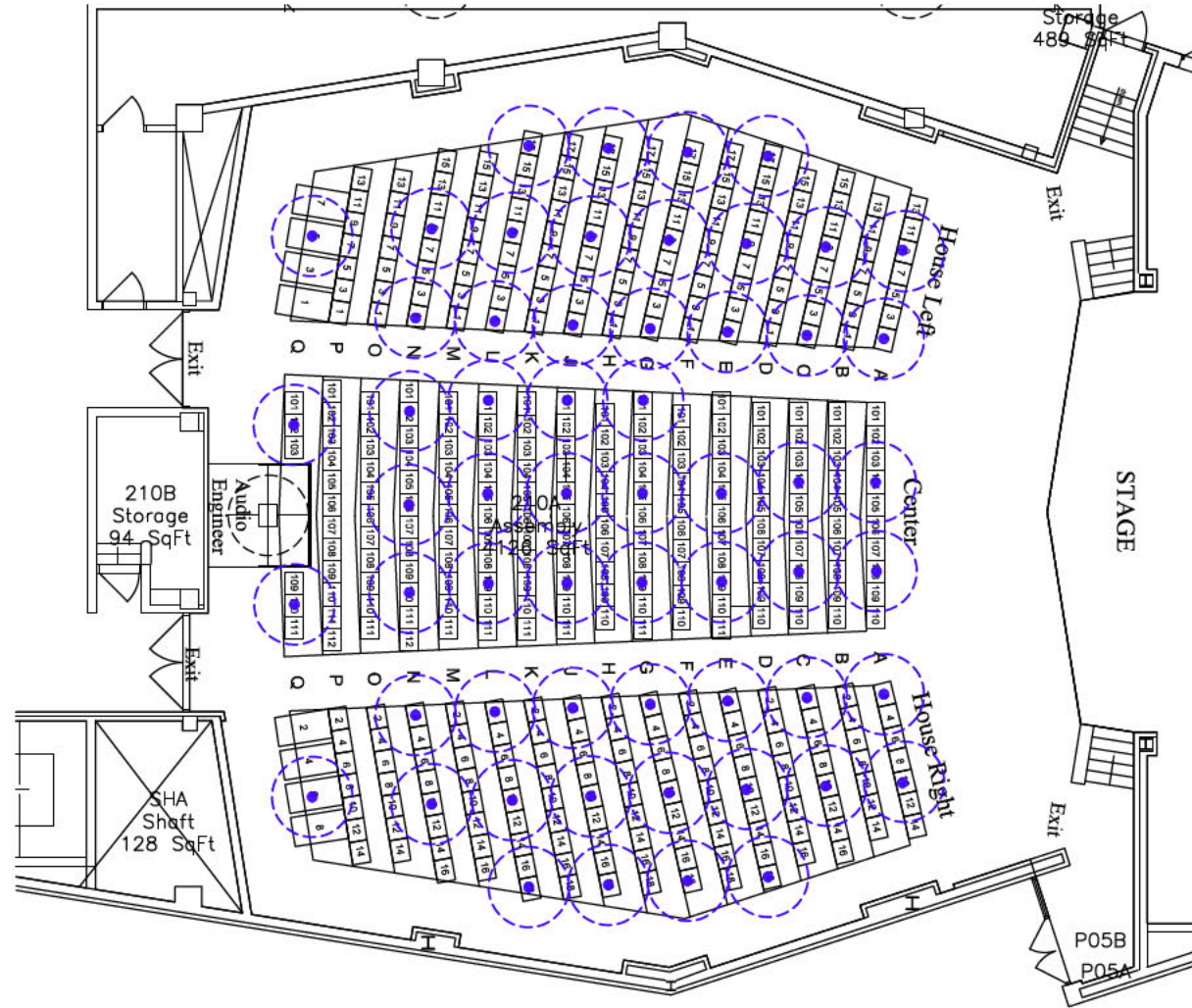
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 58 Chairs ■  
 Class 2 - 55 Chairs ■  
 Total - 113 Safe Chairs

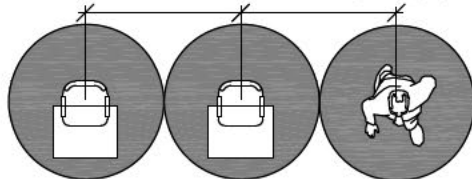
### Social Distance Space Requirements

Existing Room Desk Count (426)



6'-0"

Minimum Distance Instructor



2

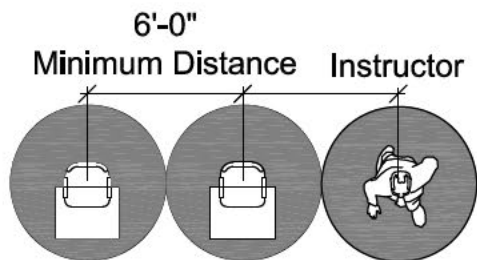
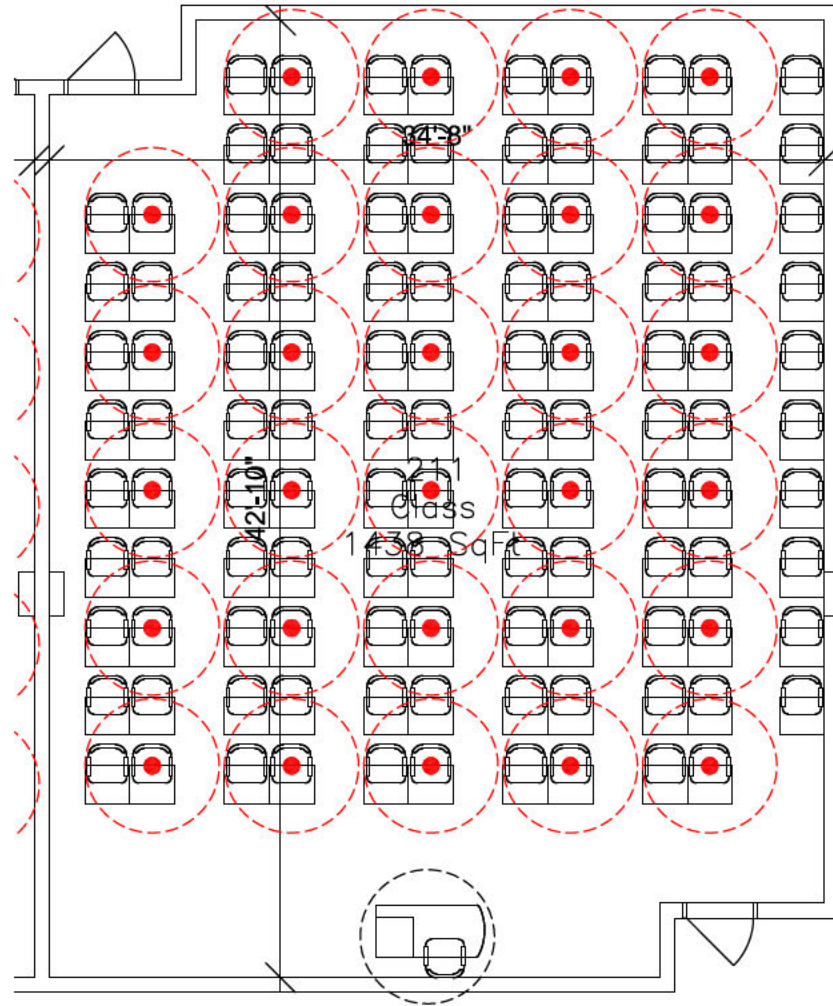
Kupfrian Hall Building - Room 210B - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 29 Chairs ■  
 Class 2 - 34 Chairs ■  
 Total - 63 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (116)



1 Kupfrian Hall Building - Room 211 - Class 1  
 SCALE: N.T.S

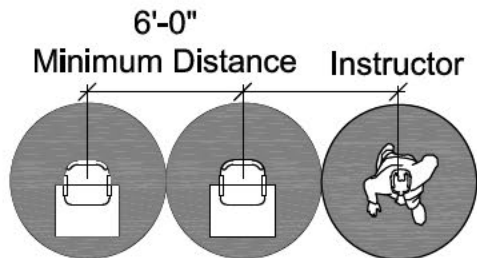
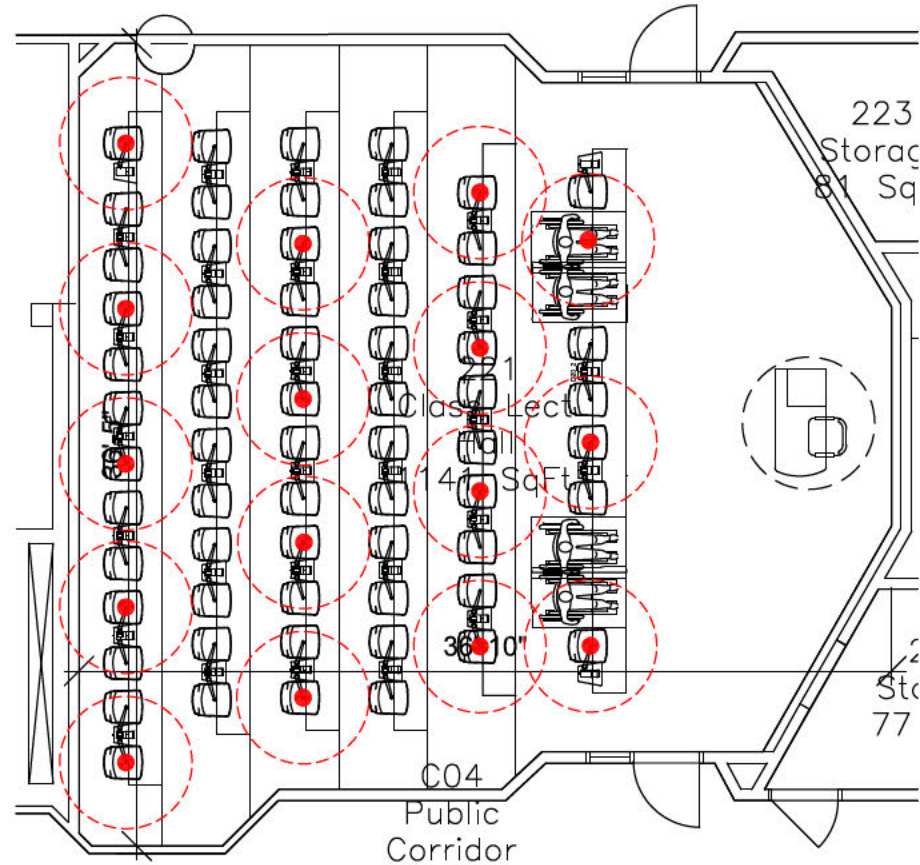




Proposed Modified  
 Desk Count per Class  
 Class 1 - 16 Chairs ■  
 Class 2 - 14 Chairs ■  
 Total - 30 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (65)

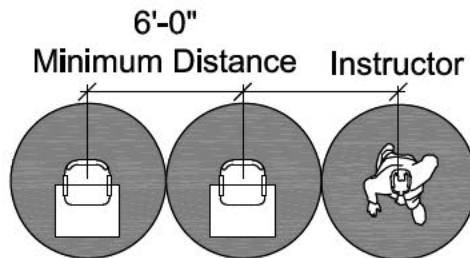
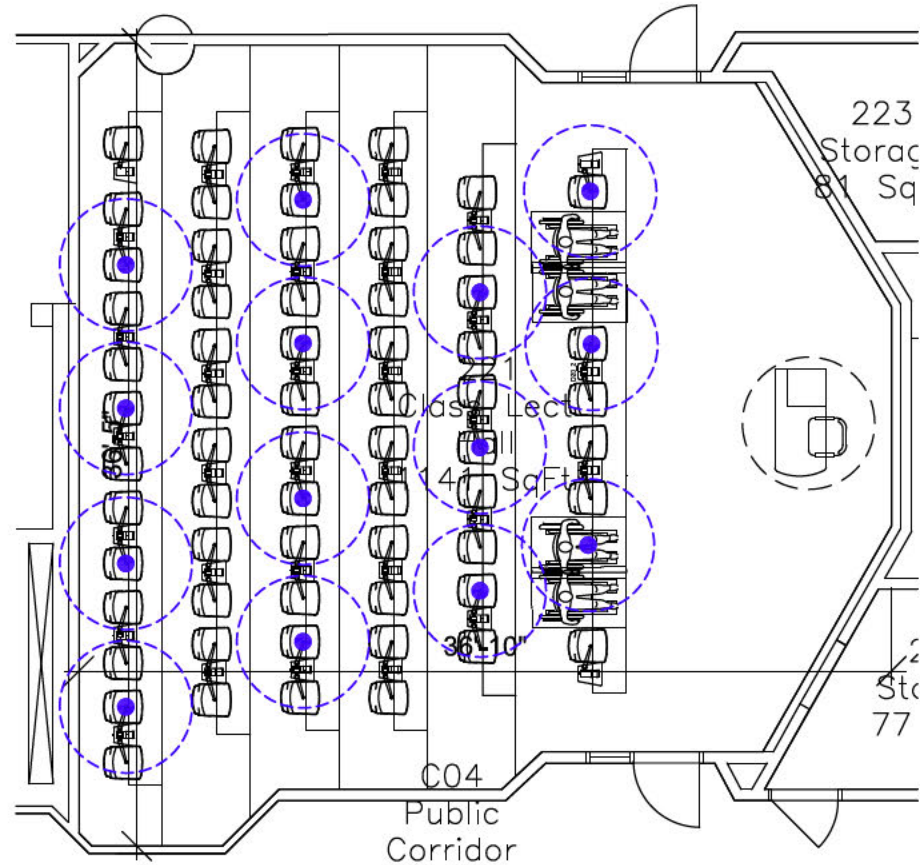


1 Mechanical Engineering Center - Room 221 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 16 Chairs ■  
 Class 2 - 14 Chairs ■  
 Total - 30 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (65)



2 Mechanical Engineering Center - Room 221 - Class 2  
 SCALE: N.T.S

Proposed Modified  
Desk Count per Class

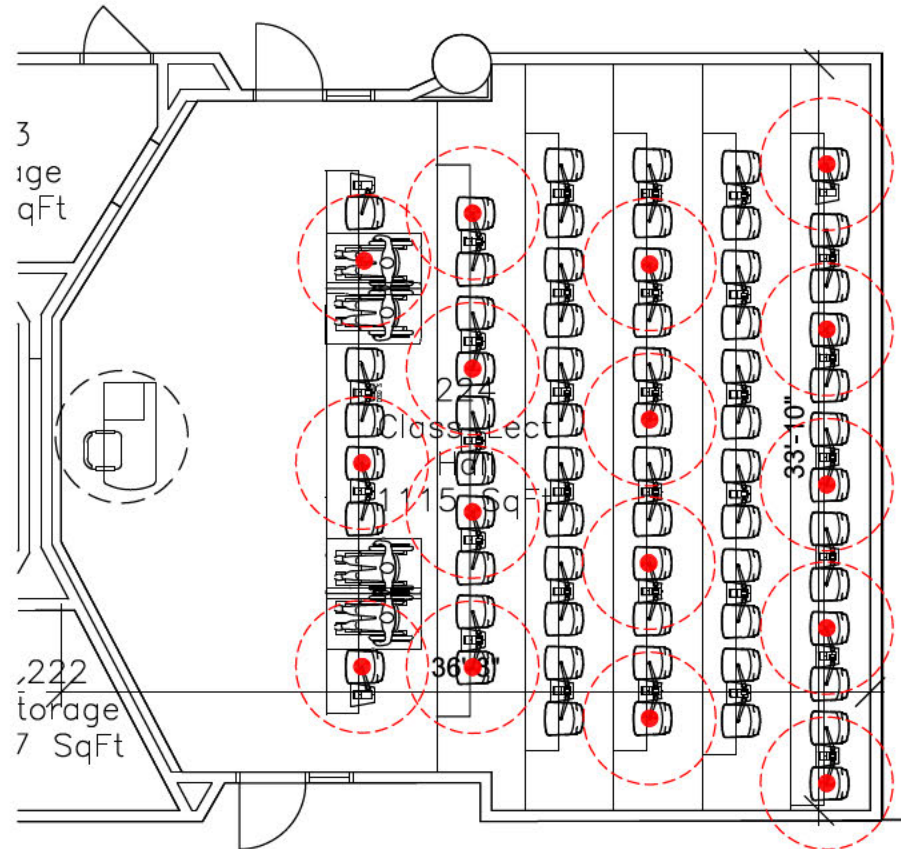
Class 1 - 16 Chairs ■

Class 2 - 14 Chairs ■

Total - 30 Safe Chairs

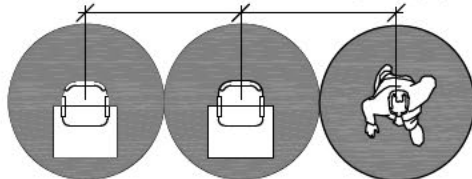
### Social Distance Space Requirements

Existing Room Desk Count (65)



6'-0"

Minimum Distance Instructor



1

Mechanical Engineering Center - Room 224 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

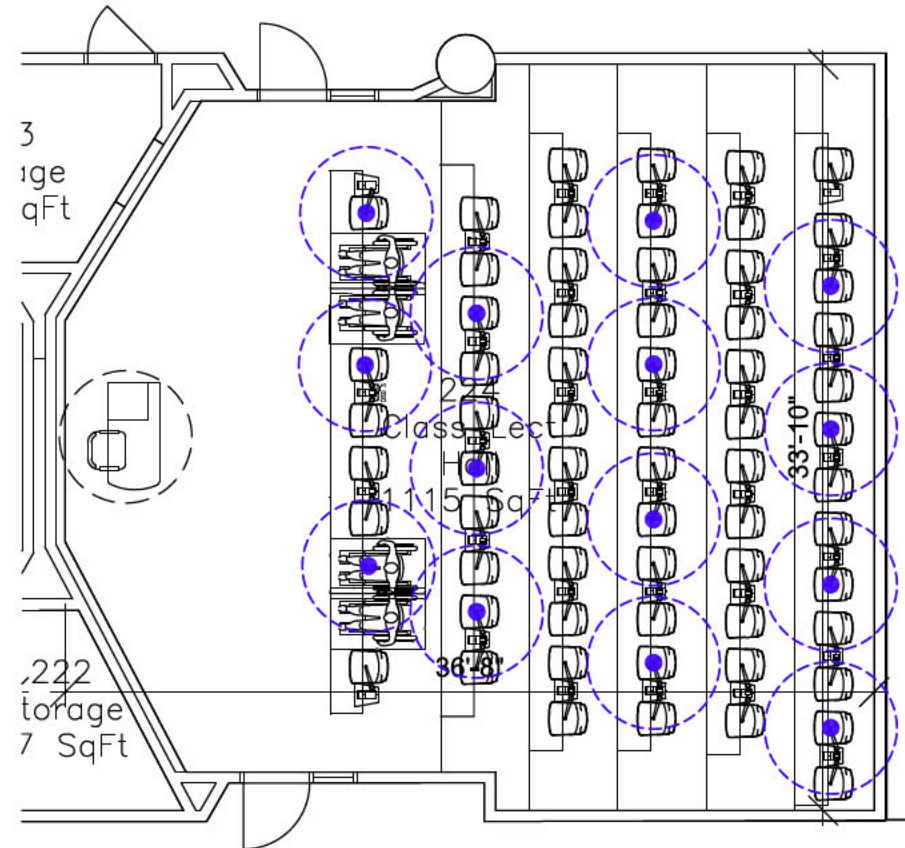
Class 1 - 16 Chairs ■

Class 2 - 14 Chairs ■

Total - 30 Safe Chairs

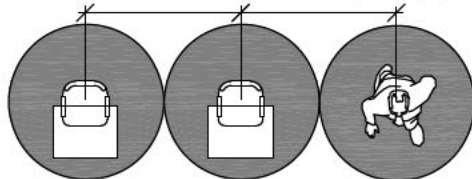
### Social Distance Space Requirements

Existing Room Desk Count (65)



6'-0"

Minimum Distance Instructor



2

Mechanical Engineering Center - Room 224 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

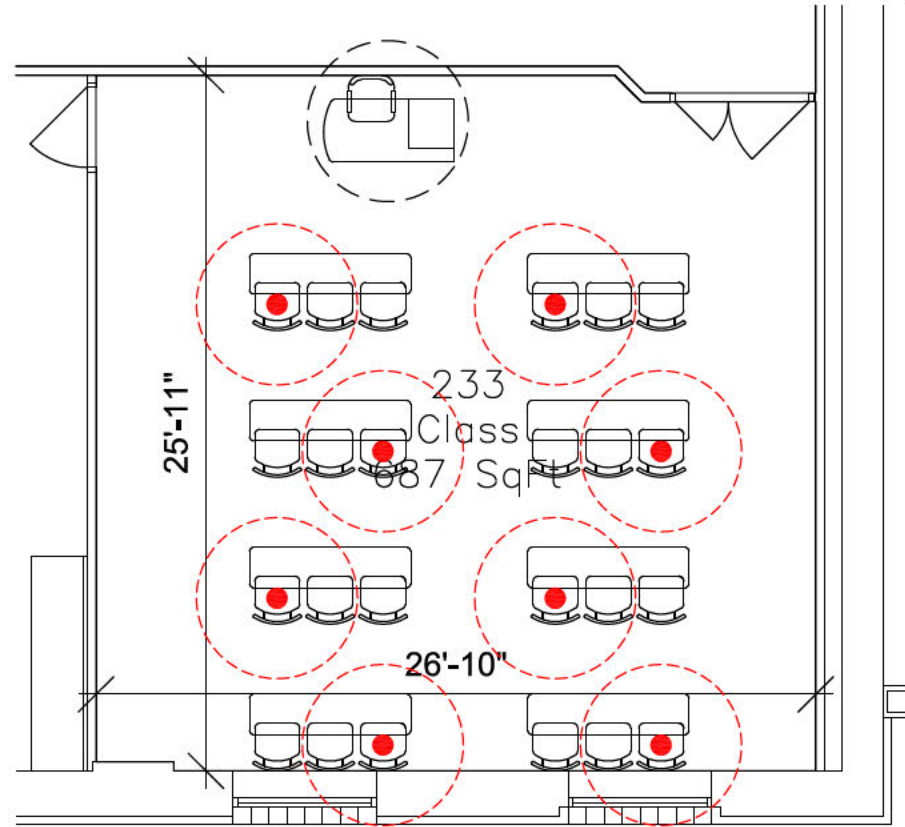
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

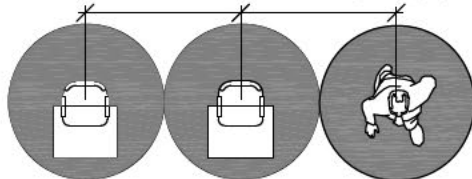
### Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



1

Mechanical Engineering Center - Room 233 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

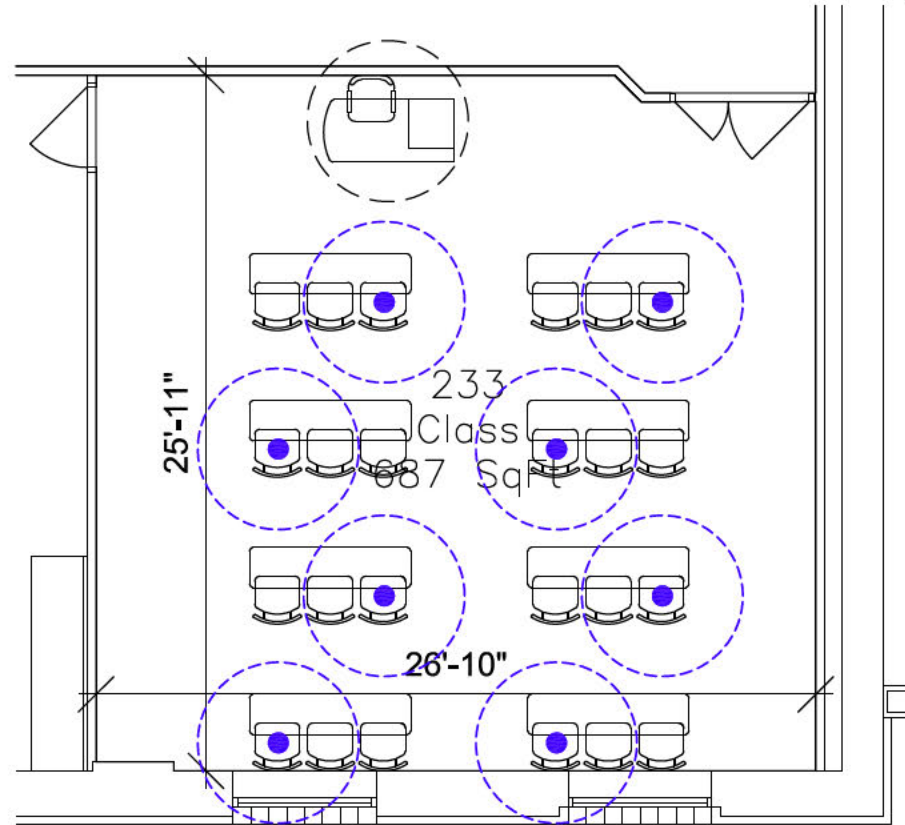
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

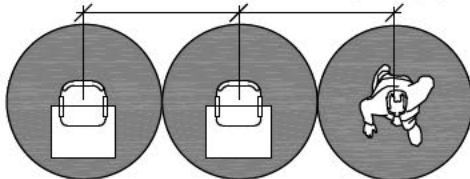
### Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



2

Mechanical Engineering Center - Room 233 - Class 2

SCALE: N.T.S

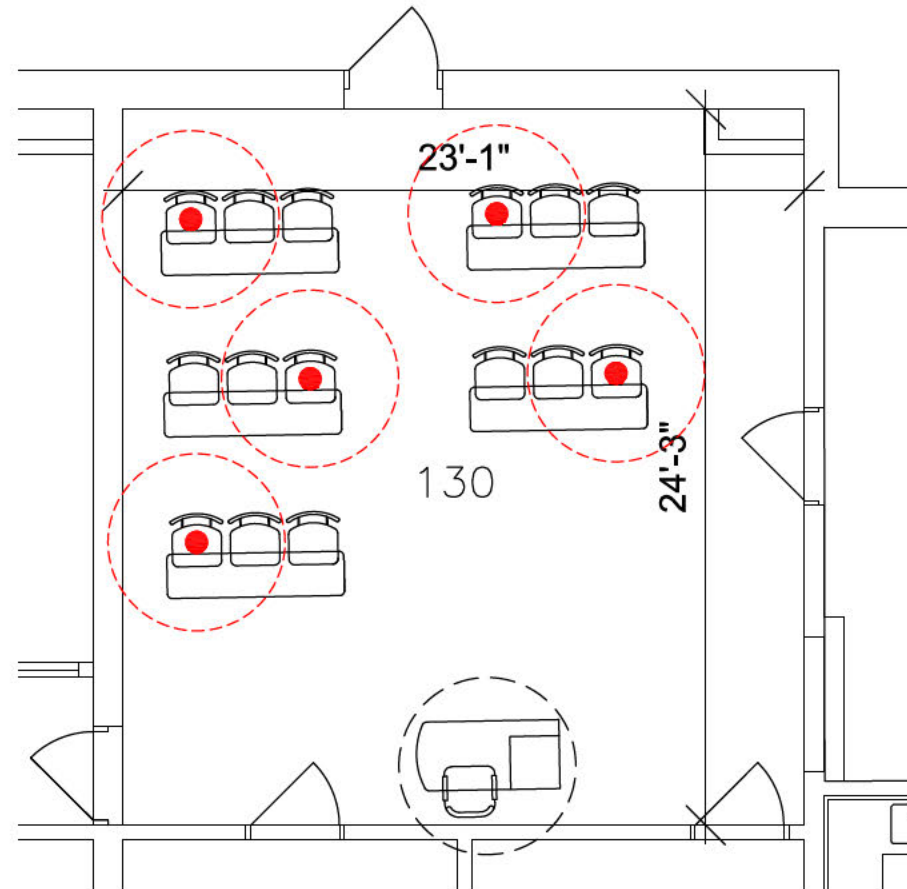
Proposed Modified  
Desk Count per Class

Class 1 - 5 Chairs ■  
Class 2 - 5 Chairs ■

Total - 10 Safe Chairs

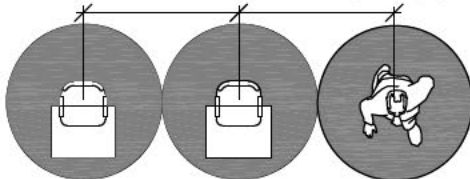
### Social Distance Space Requirements

Existing Room Desk Count (15)



6'-0"

Minimum Distance Instructor



1

Redwood Residence Hall - Room 130 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

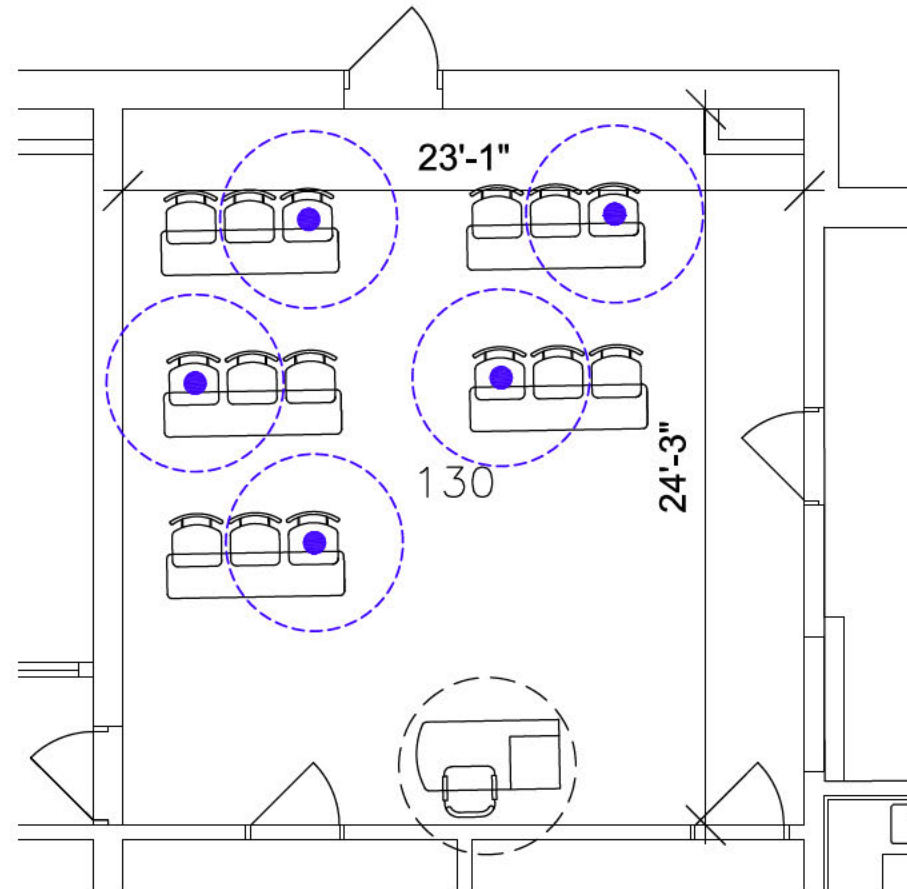
Class 1 - 5 Chairs ■

Class 2 - 5 Chairs ■

Total - 10 Safe Chairs

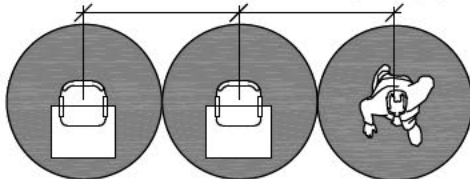
### Social Distance Space Requirements

Existing Room Desk Count (15)



6'-0"

Minimum Distance Instructor



2

Redwood Residence Hall - Room 130 - Class 2

SCALE: N.T.S

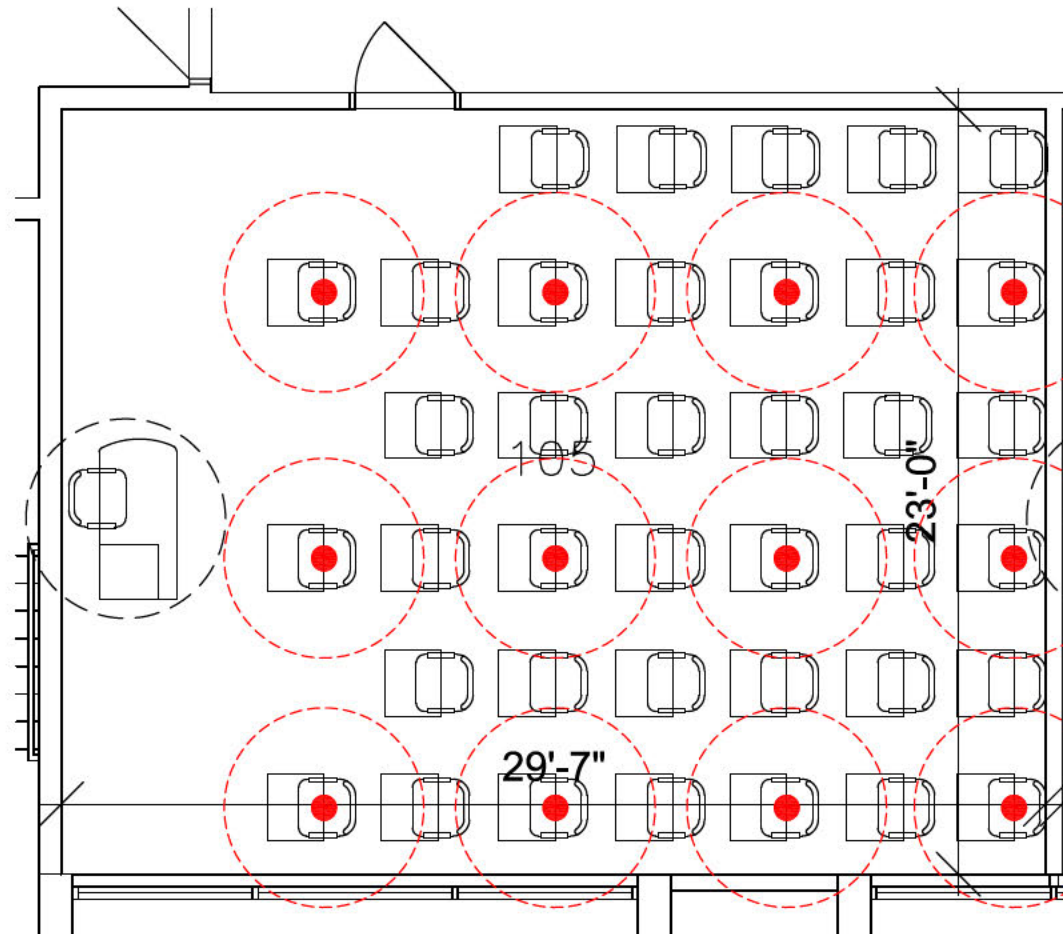
Proposed Modified  
Desk Count per Class

Class 1 - 12 Chairs ■  
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

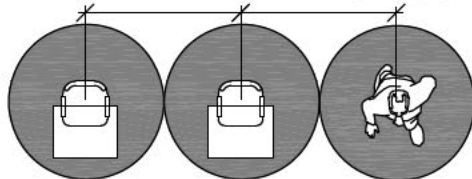
### Social Distance Space Requirements

Existing Room Desk Count (38)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 105 - Class 1

SCALE: N.T.S

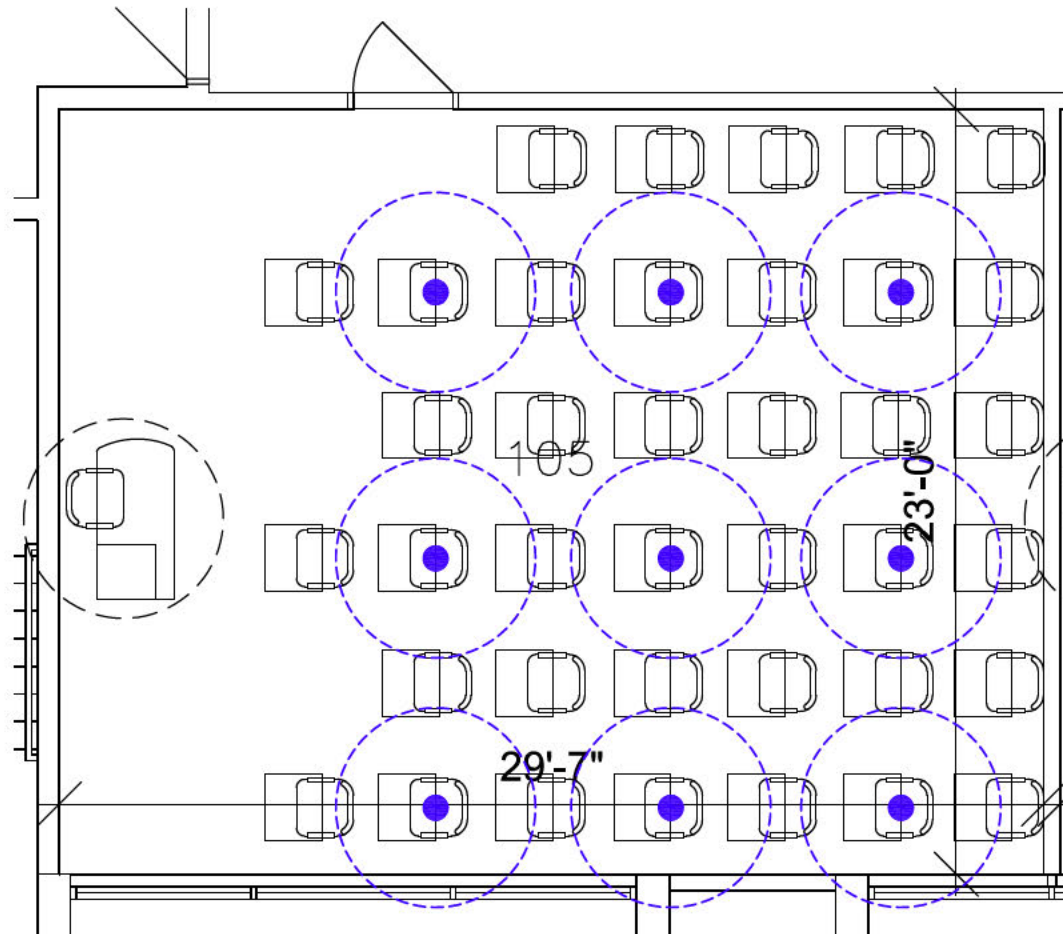
Proposed Modified  
Desk Count per Class

Class 1 - 12 Chairs ■  
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

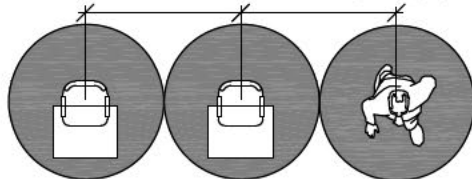
### Social Distance Space Requirements

Existing Room Desk Count (38)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 105 - Class 2

SCALE: N.T.S



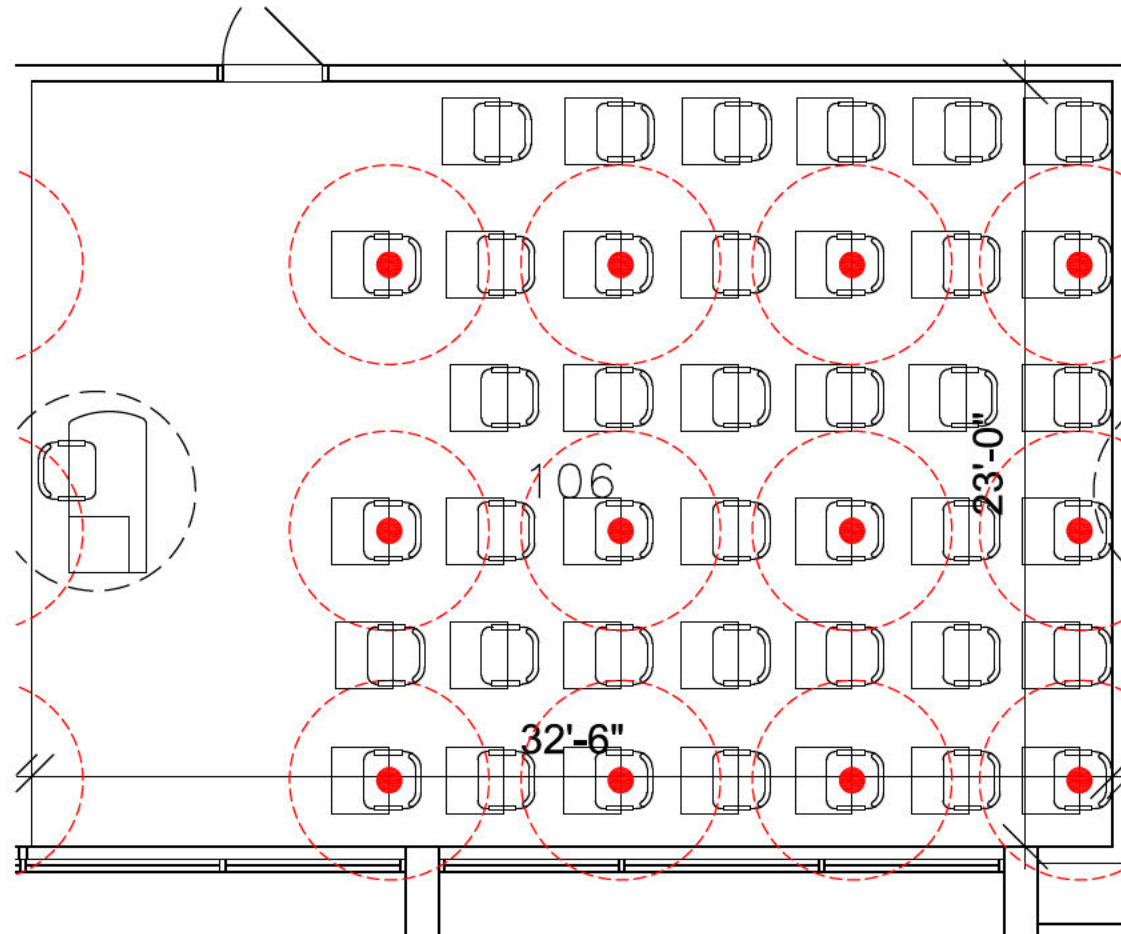
Proposed Modified  
Desk Count per Class

Class 1 - 12 Chairs ■  
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

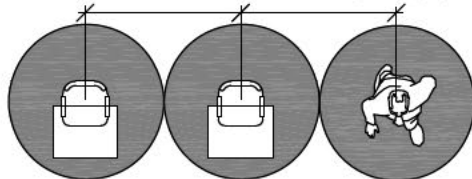
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 106 - Class 1

SCALE: N.T.S

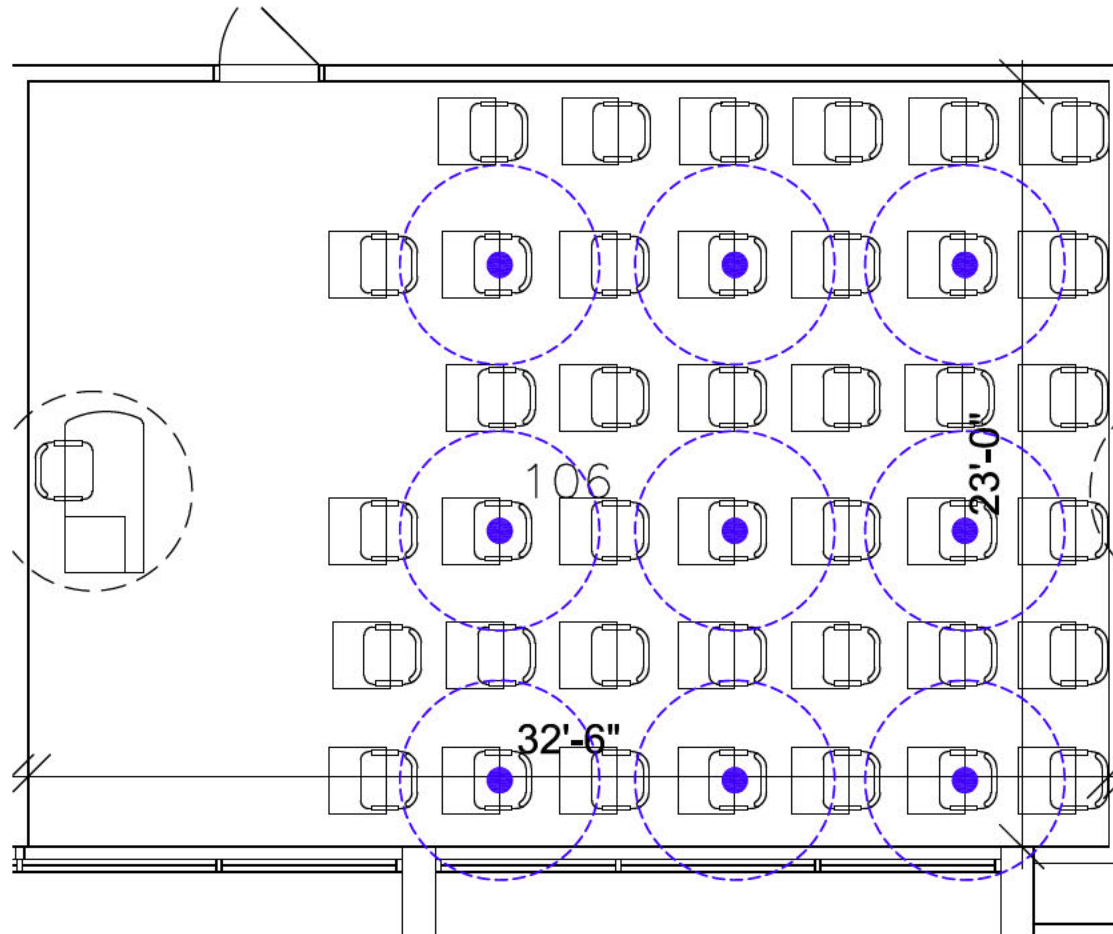
Proposed Modified  
Desk Count per Class

Class 1 - 12 Chairs ■  
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

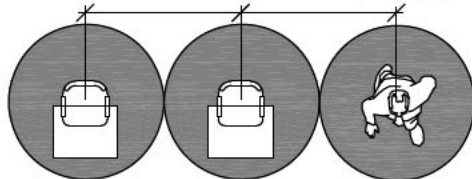
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 106 - Class 2

SCALE: N.T.S

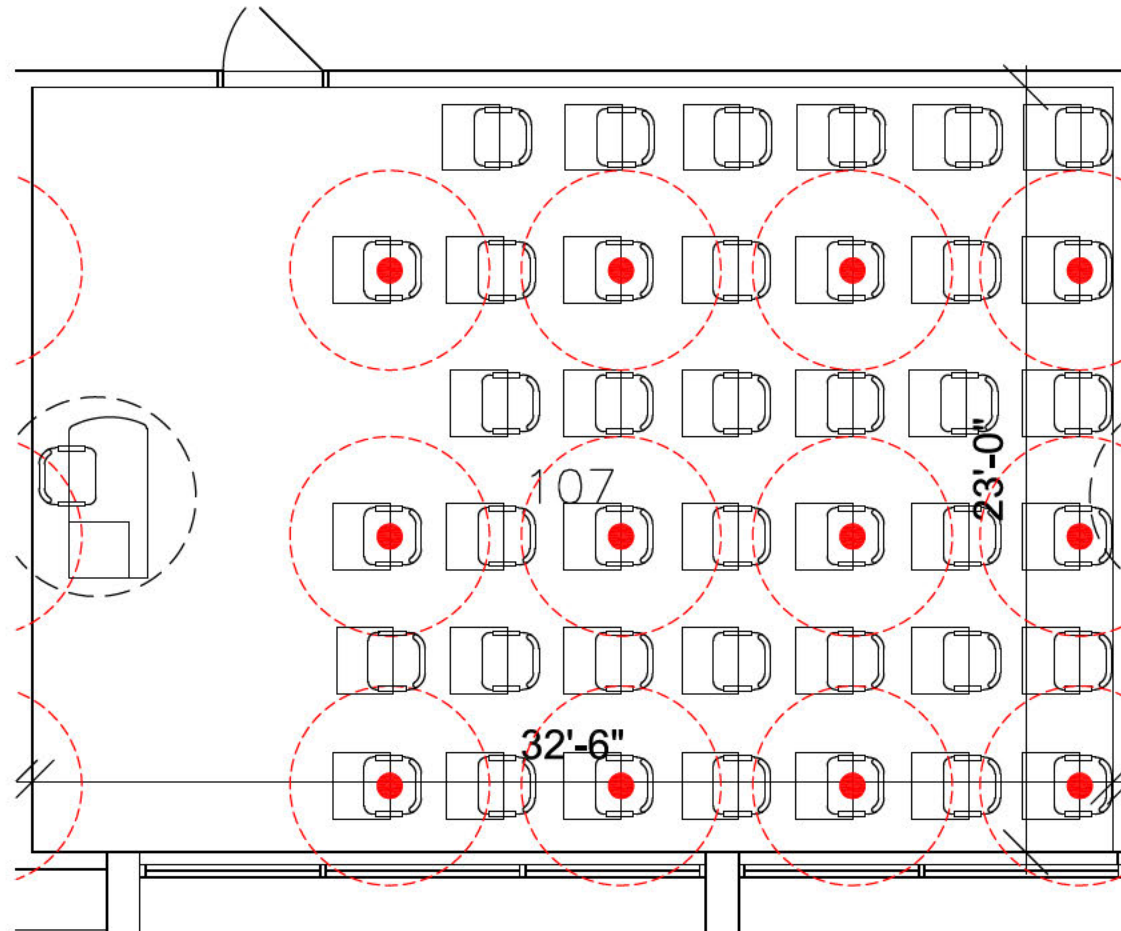
Proposed Modified  
Desk Count per Class

Class 1 - 12 Chairs ■  
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

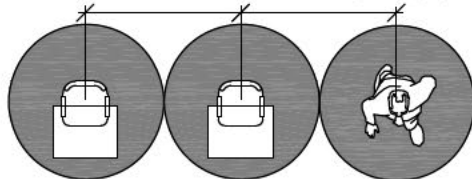
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 107 - Class 1

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

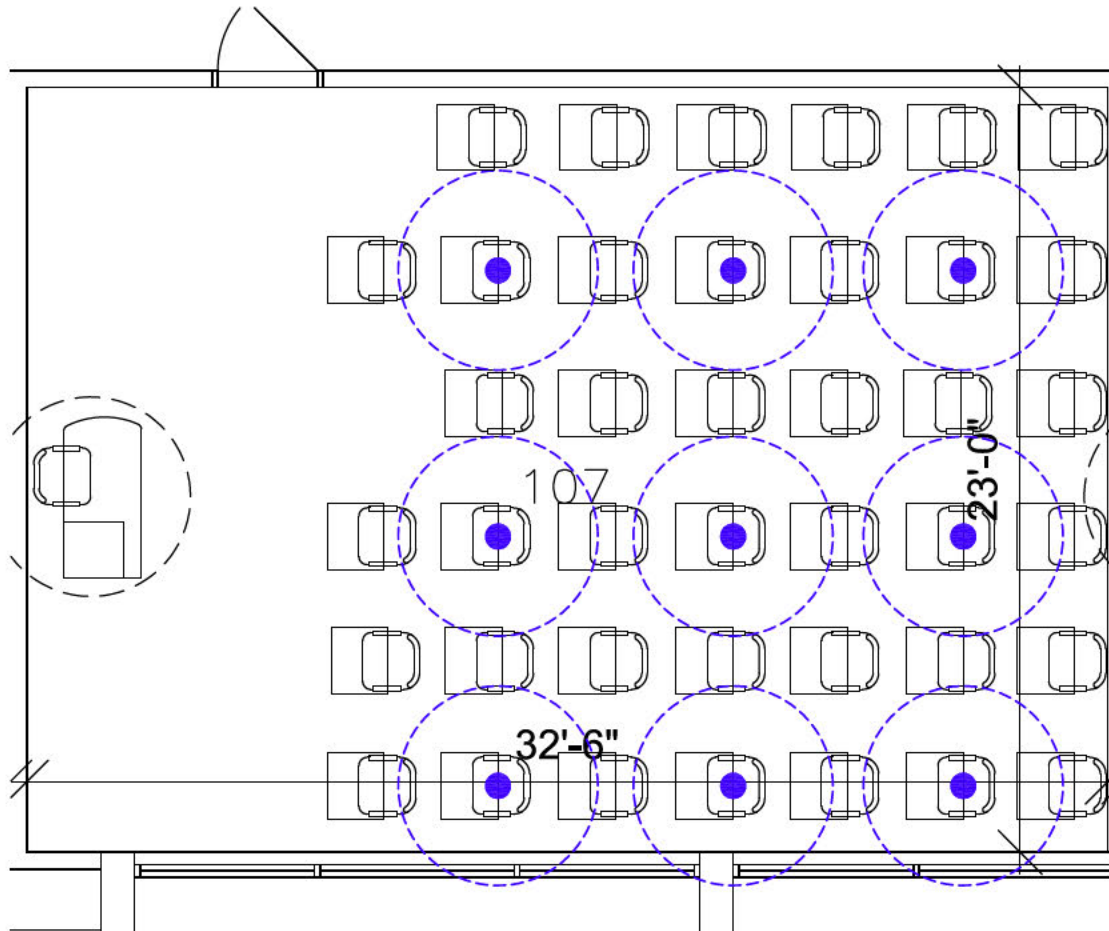
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

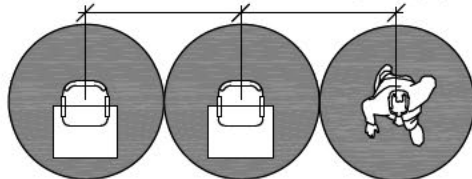
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 107 - Class 2

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

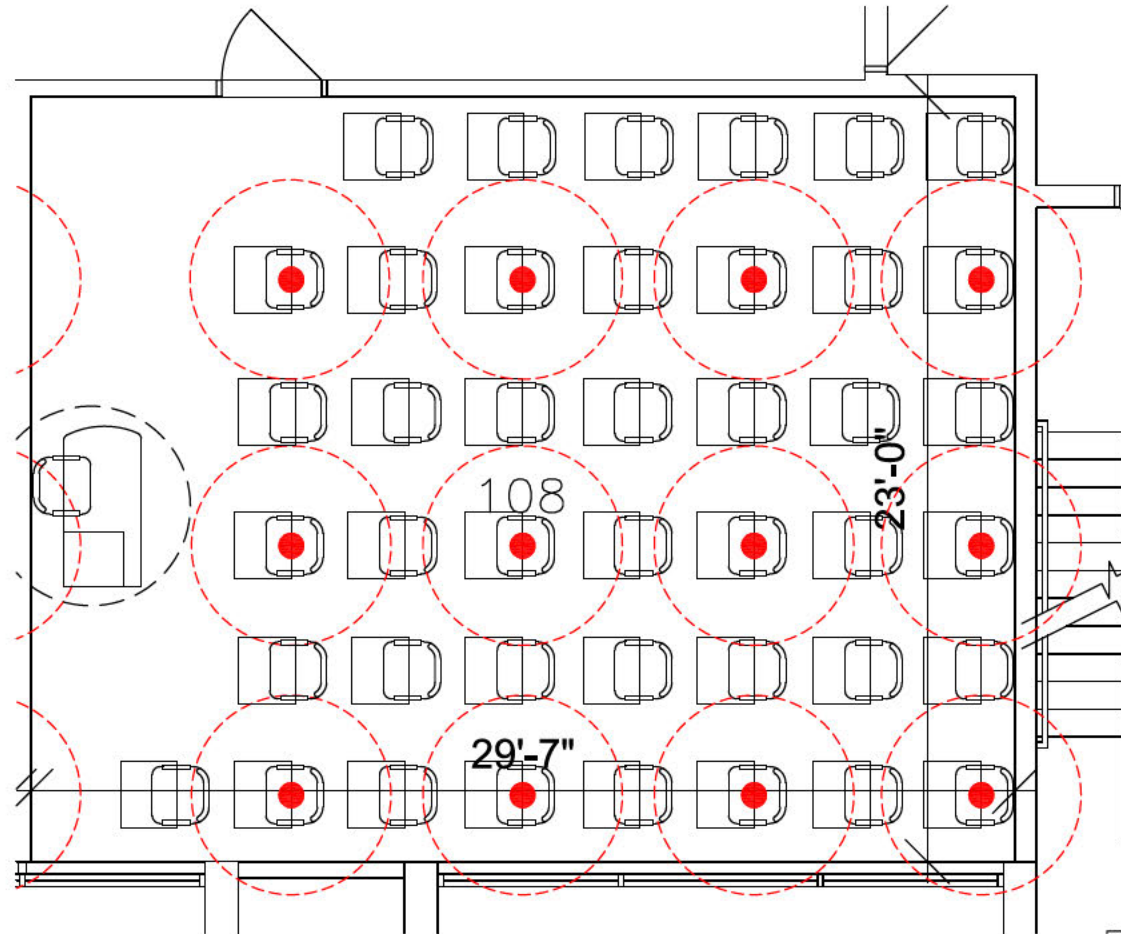
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

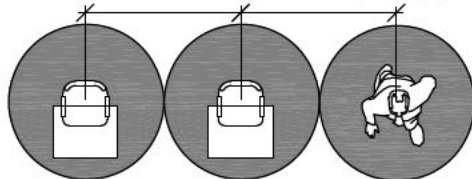
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 108 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

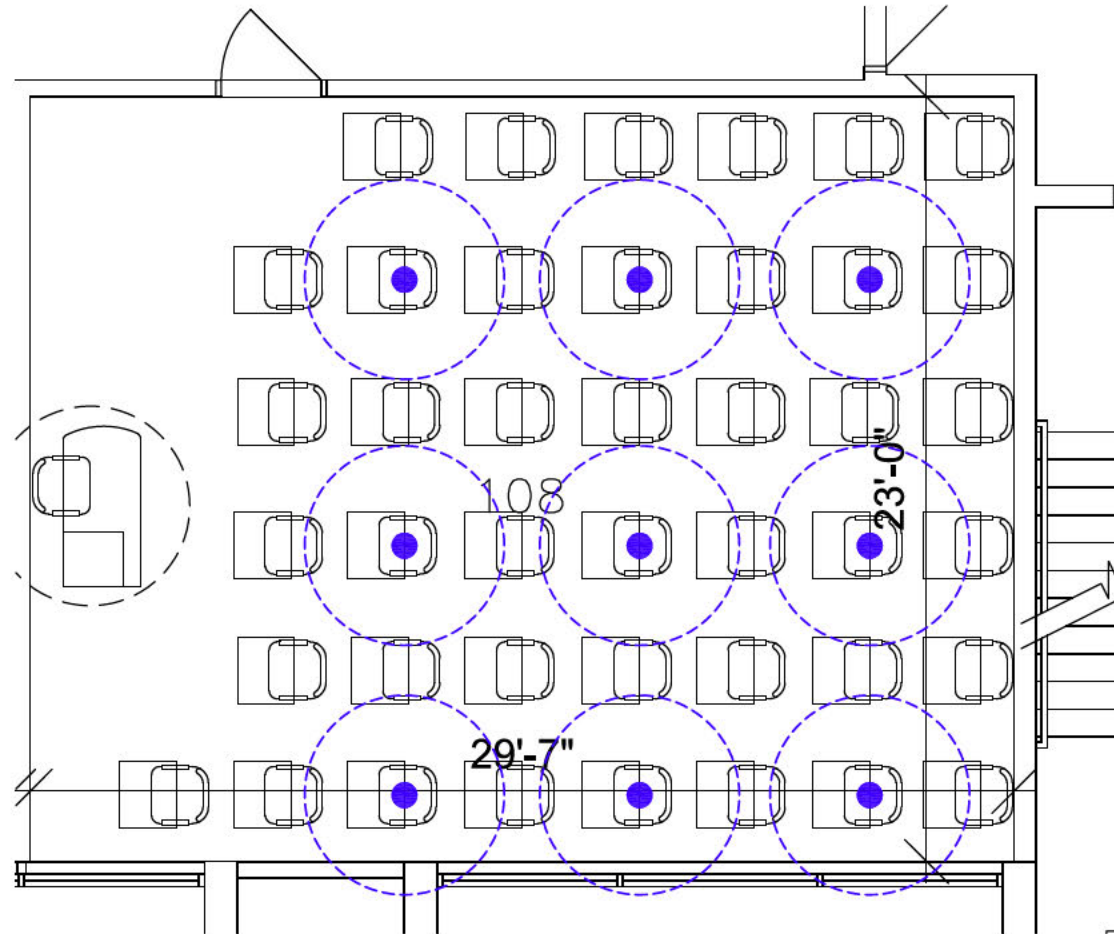
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

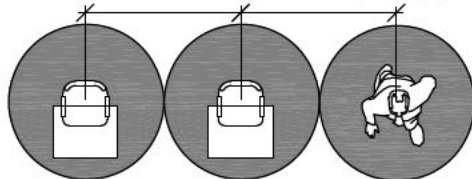
### Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2

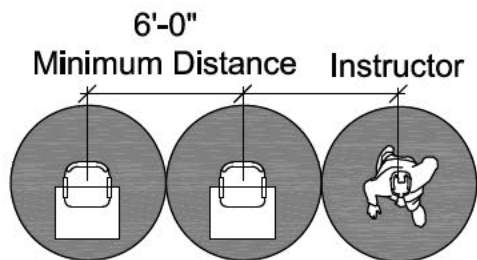
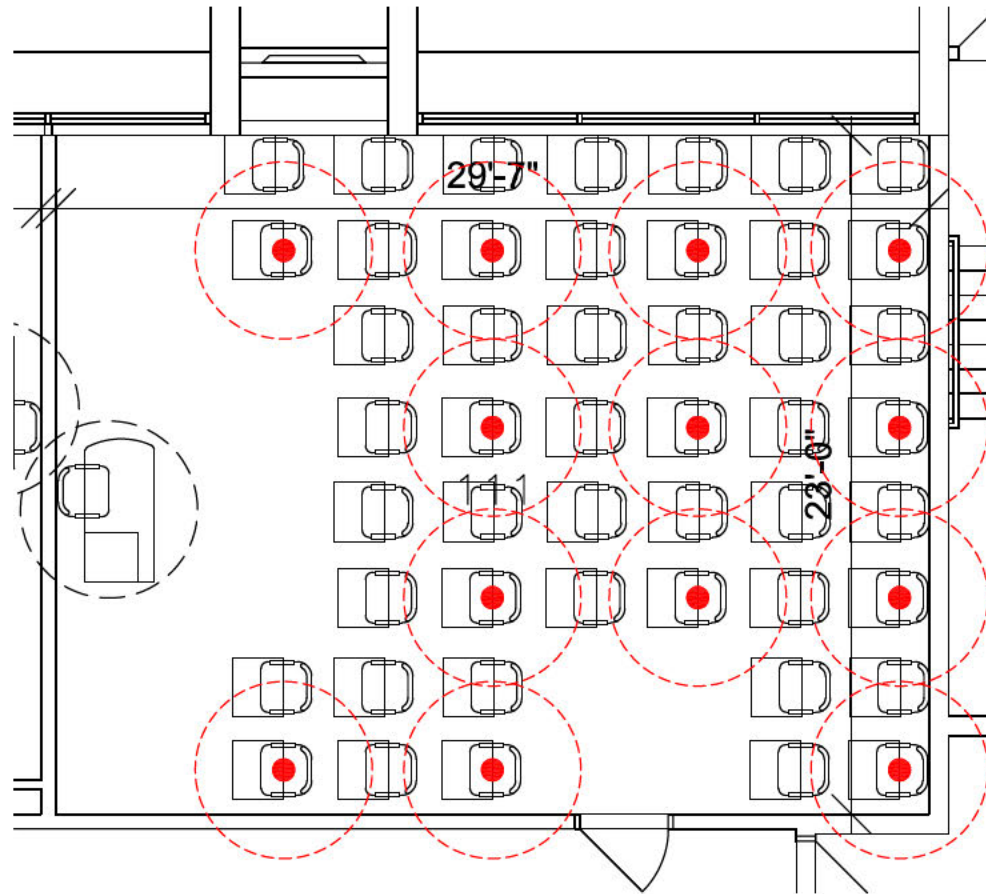
Tiernan Hall Building - Room 108 - Class 2

SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 13 Chairs ■  
 Class 2 - 11 Chairs ■  
 Total - 24 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (48)



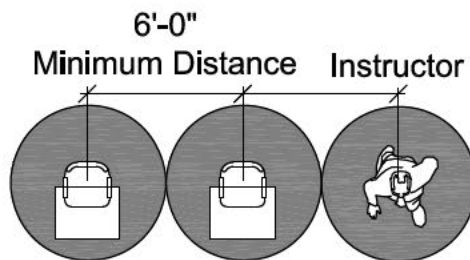
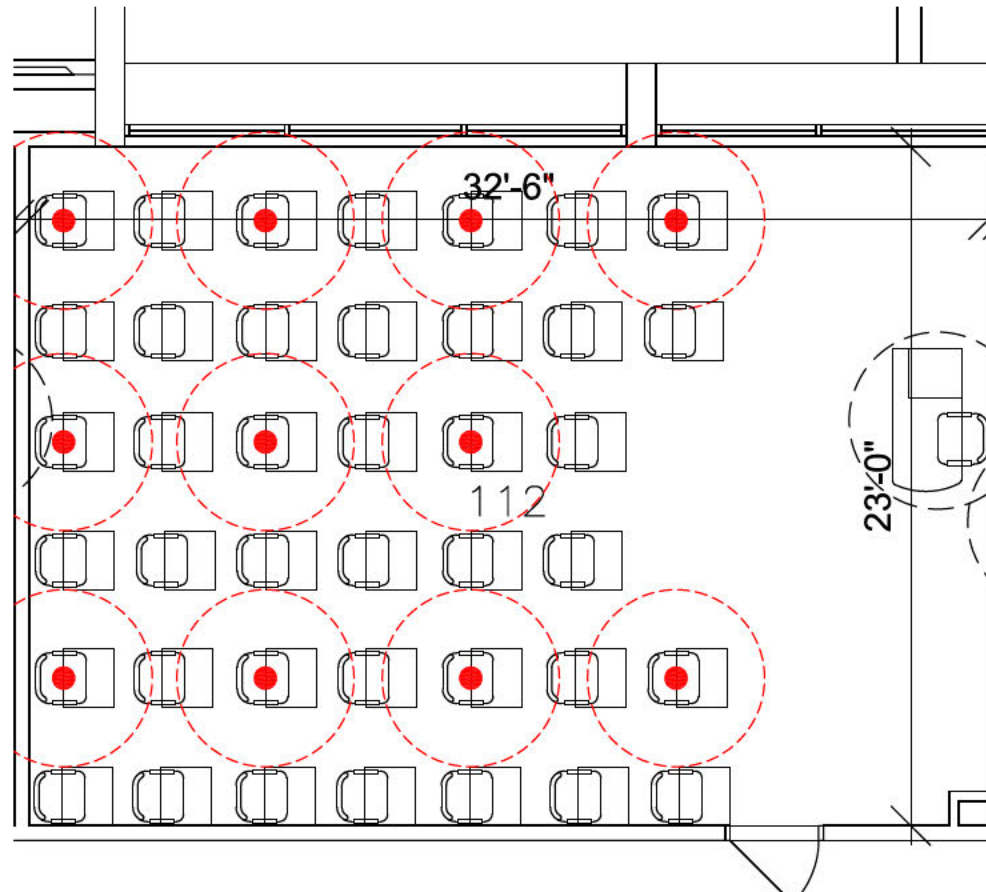
1 Tiernan Hall Building - Room 111 - Class 1  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 20 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (40)



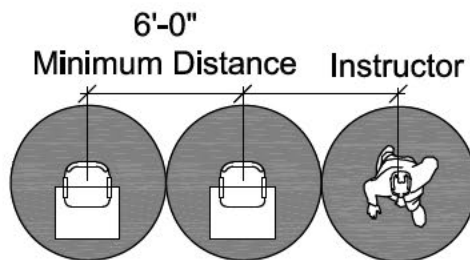
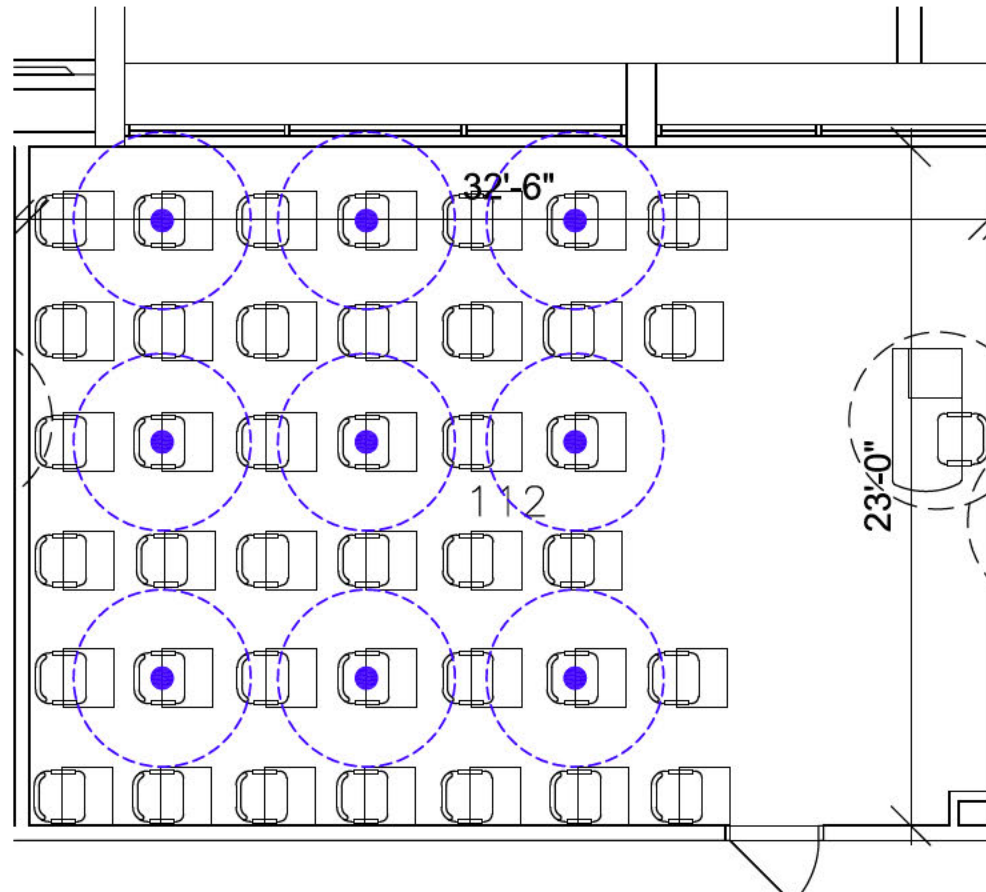
1 Tiernan Hall Building - Room 112 - Class 1  
 SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 20 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (40)



2

Tiernan Hall Building - Room 112 - Class 2

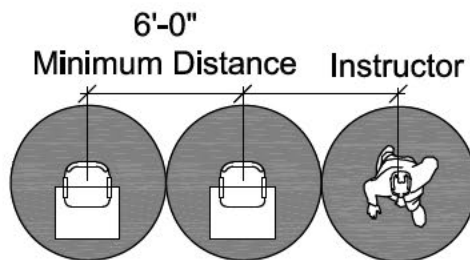
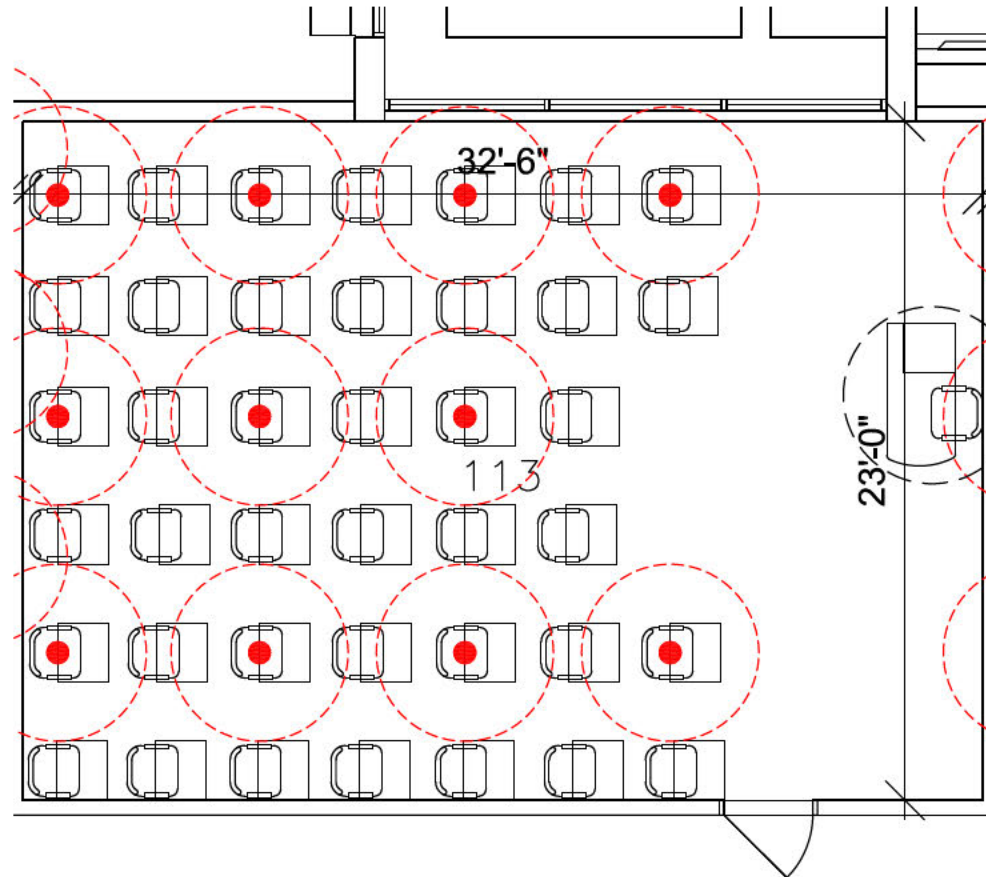
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 20 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (40)

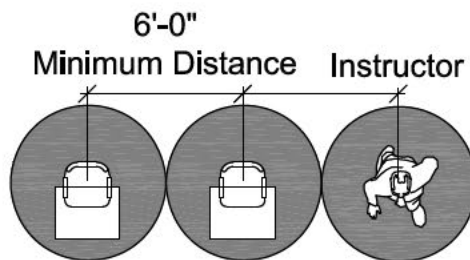
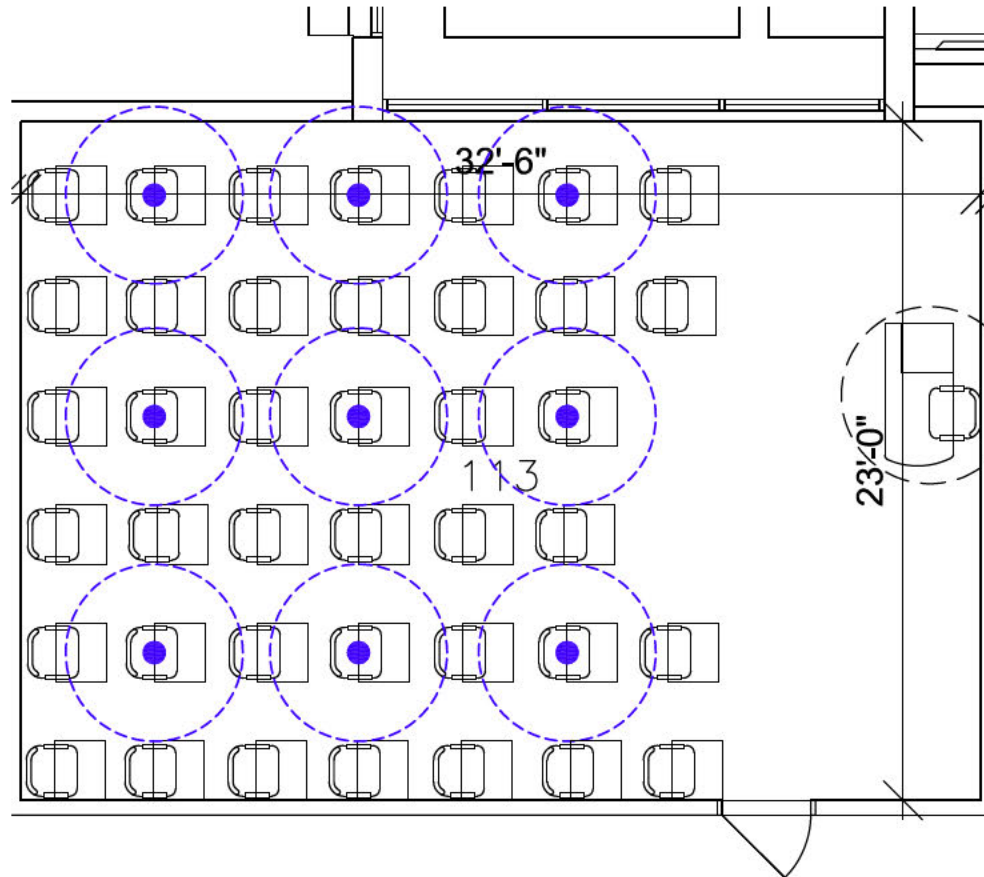


1 Tiernan Hall Building - Room 113 - Class 1  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 9 Chairs ■  
 Total - 20 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (40)

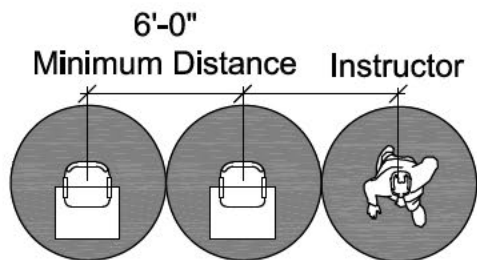
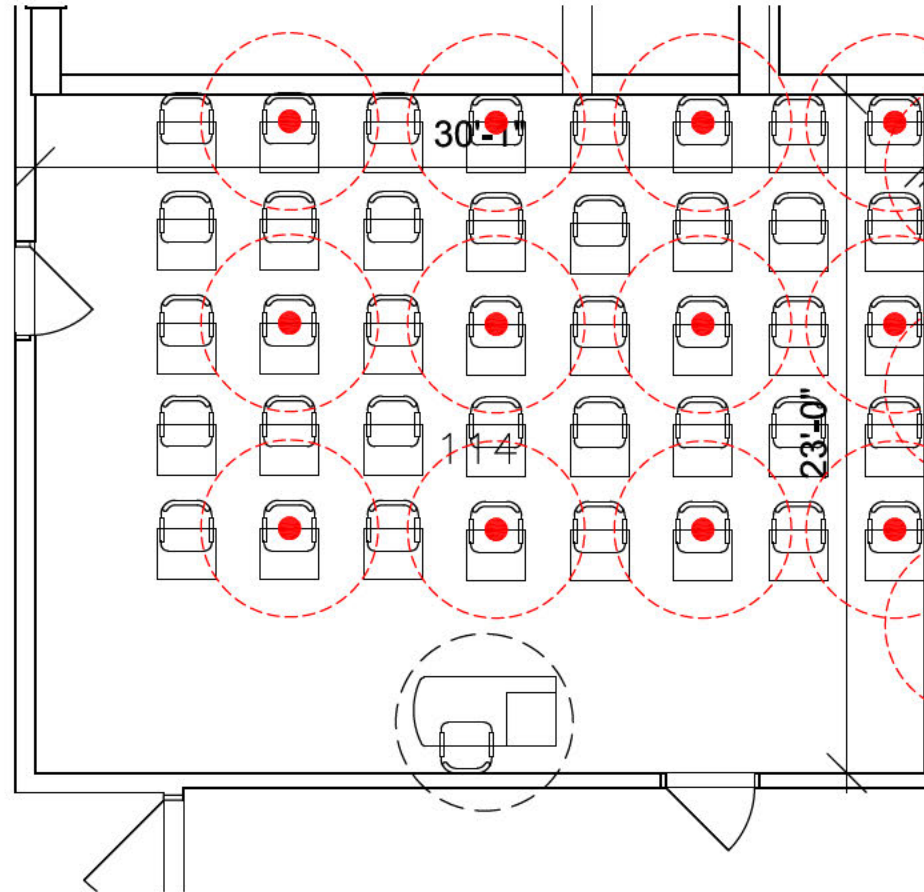


2 Tiernan Hall Building - Room 113 - Class 2  
 SCALE: N.T.S

Proposed Modified  
 Desk Count per Class  
 Class 1 - 12 Chairs ■  
 Class 2 - 12 Chairs ■  
 Total - 24 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (40)



1 Tiernan Hall Building - Room 114 - Class 1  
 SCALE: N.T.S

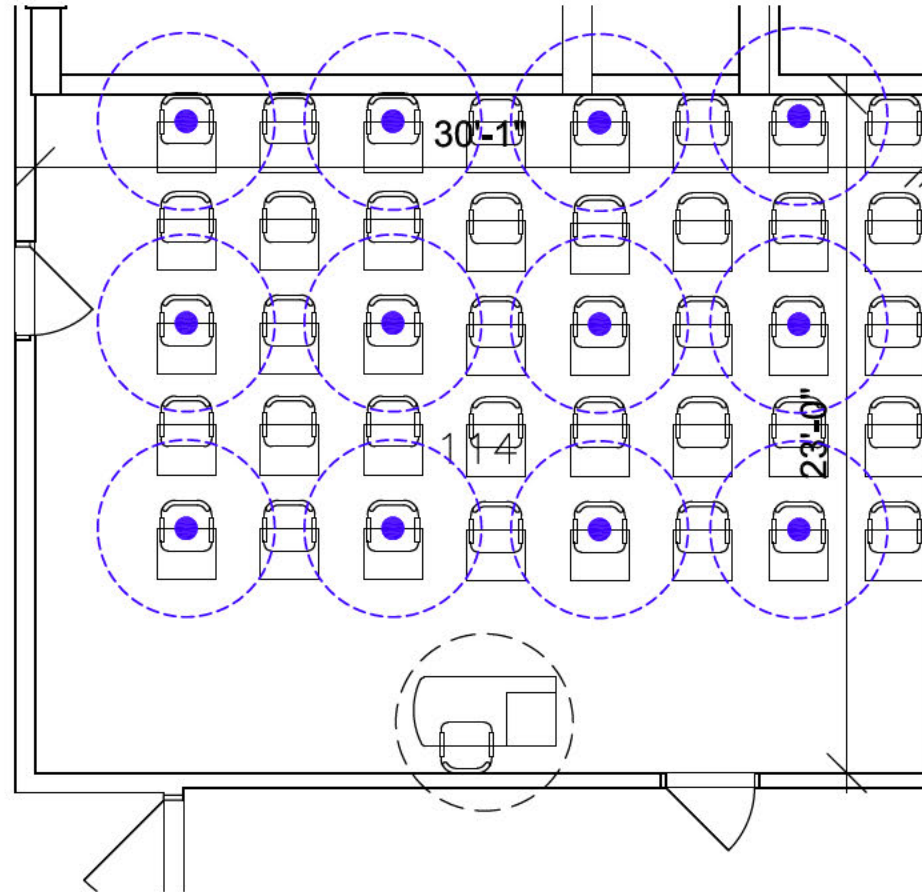
Proposed Modified  
Desk Count per Class

Class 1 - 12 Chairs ■  
Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

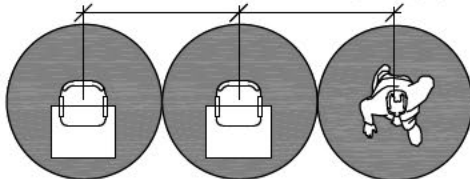
### Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 114 - Class 2

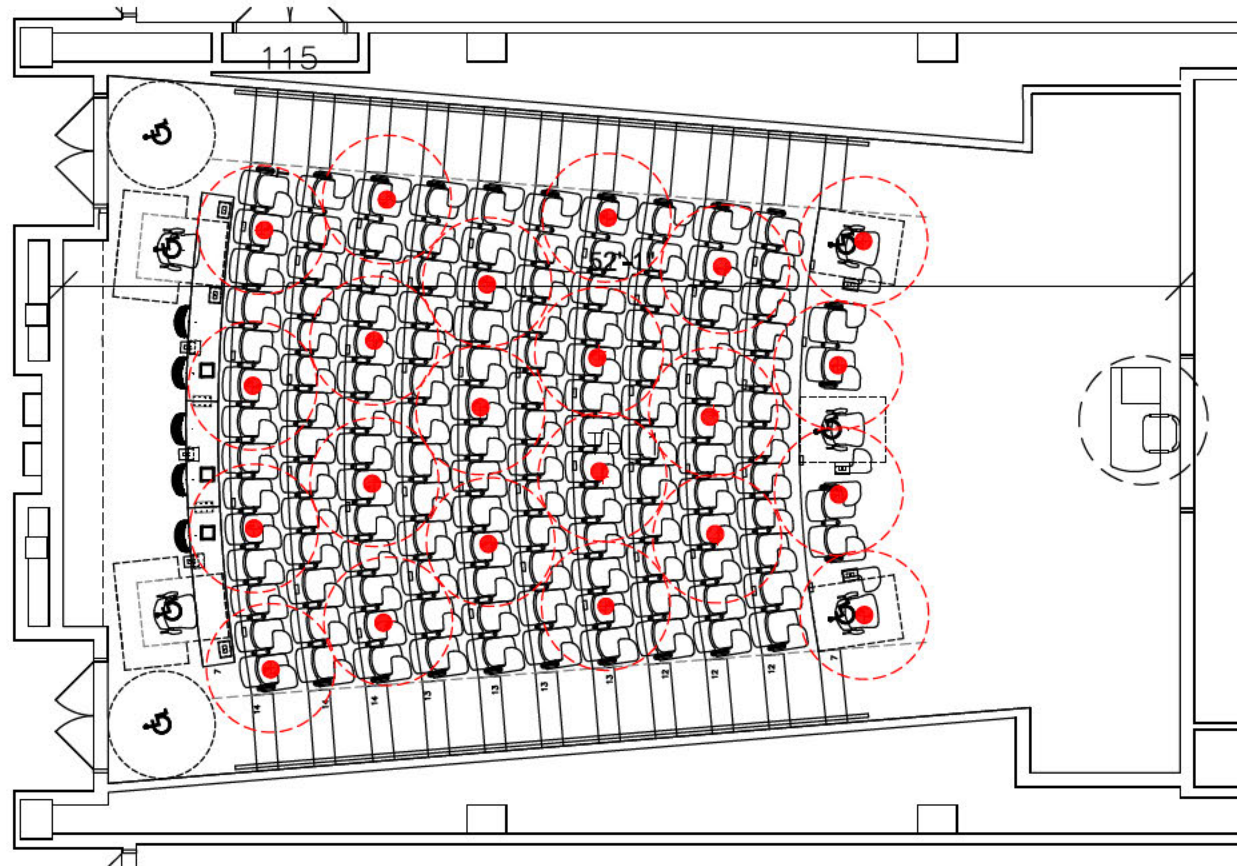
SCALE: N.T.S



Proposed Modified  
 Desk Count per Class  
 Class 1 - 22 Chairs ■  
 Class 2 - 22 Chairs ■  
 Total - 44 Safe Chairs

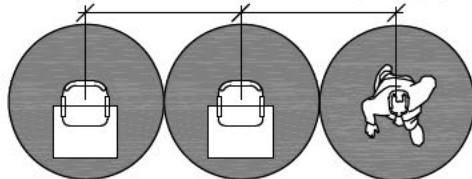
### Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room THL1 - Class 1

SCALE: N.T.S



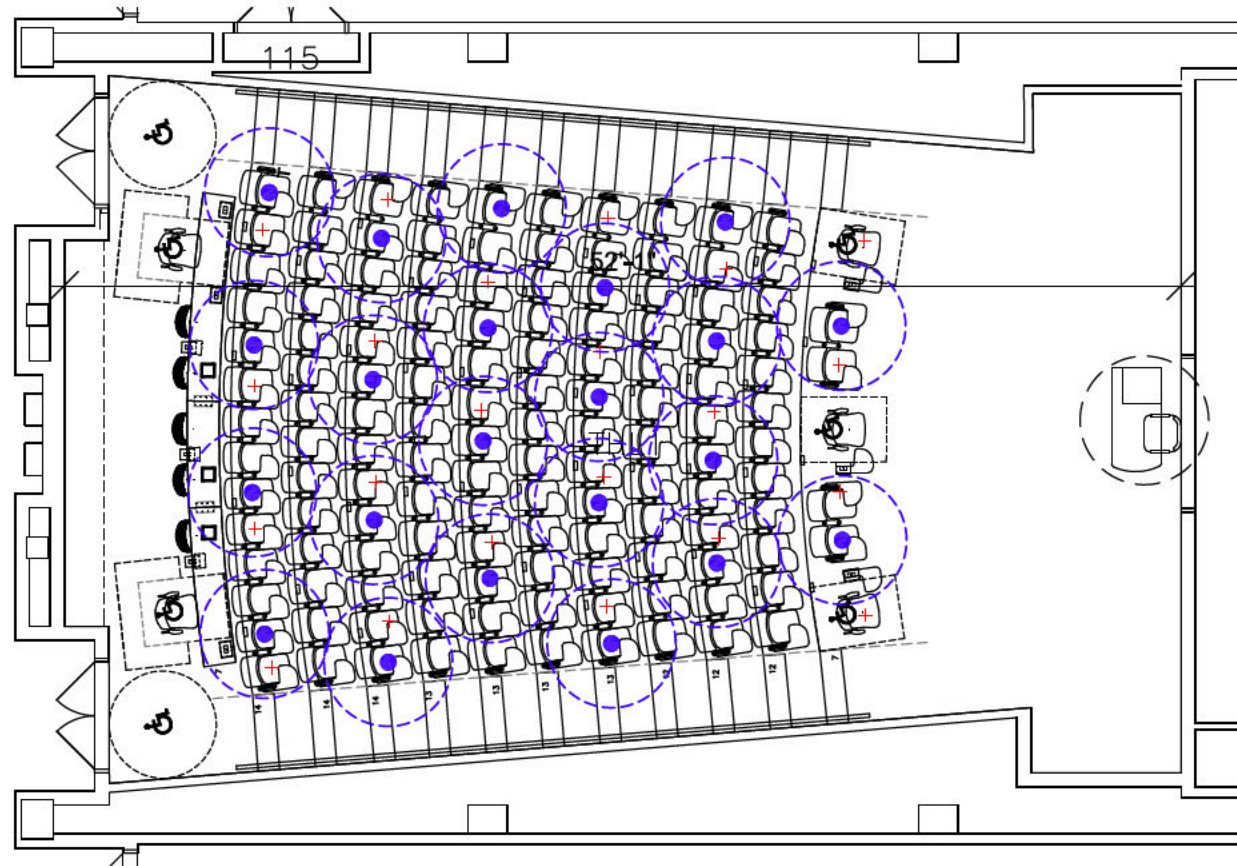
Proposed Modified  
Desk Count per Class

Class 1 - 22 Chairs ■  
Class 2 - 22 Chairs ■

Total - 44 Safe Chairs

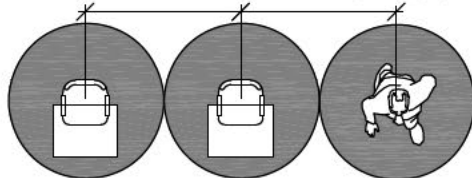
### Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room THL1 - Class 2

SCALE: N.T.S

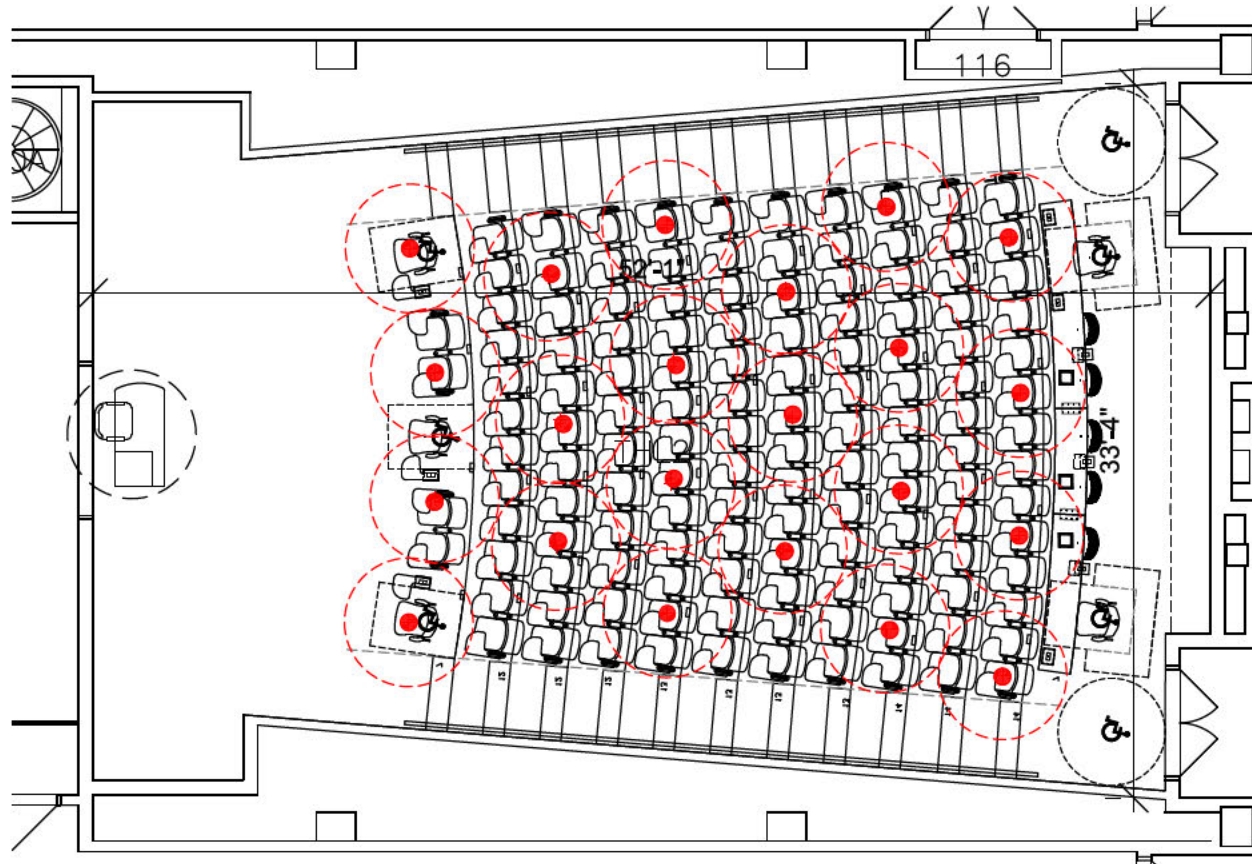
Proposed Modified  
Desk Count per Class

Class 1 - 22 Chairs ■  
Class 2 - 22 Chairs ■

Total - 44 Safe Chairs

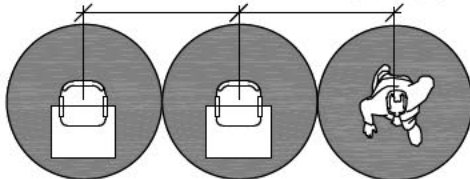
### Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room THL2 - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

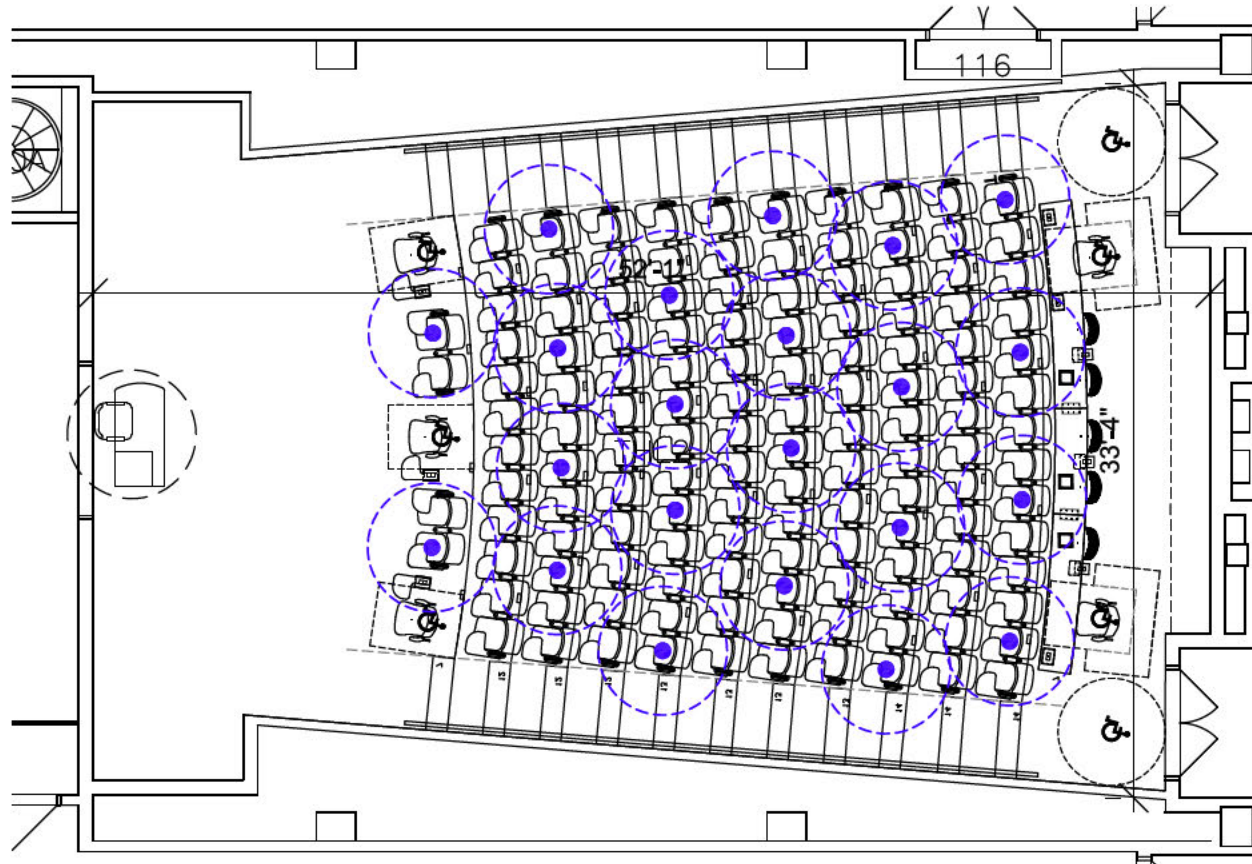
Class 1 - 22 Chairs ■

Class 2 - 22 Chairs ■

Total - 44 Safe Chairs

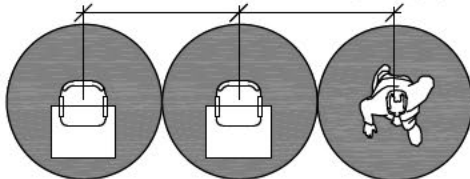
### Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room THL2 - Class 2

SCALE: N.T.S

Proposed Modified  
Desk Count per Class

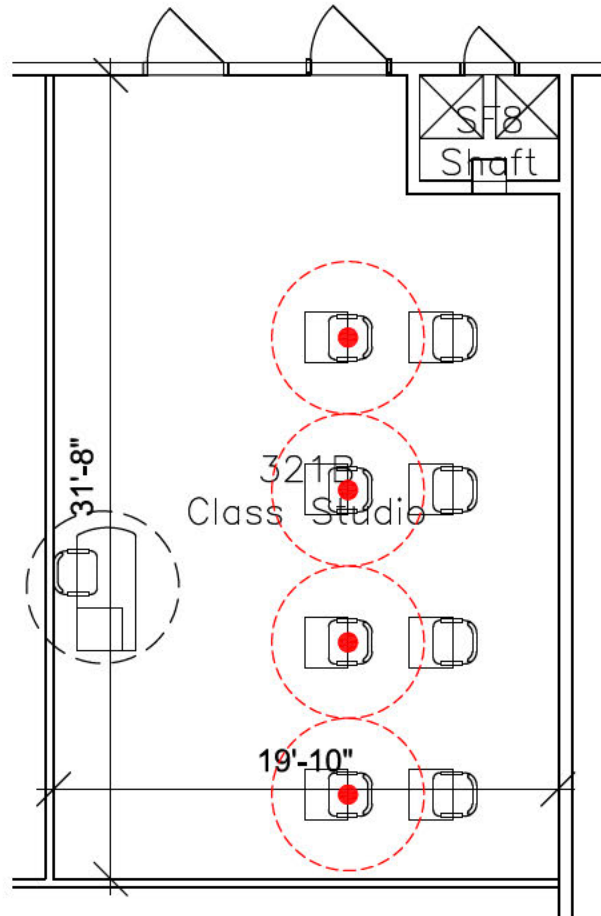
Class 1 - 4 Chairs ■

Class 2 - 4 Chairs ■

Total - 8 Safe Chairs

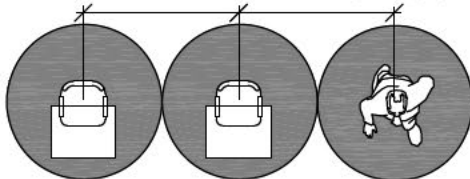
### Social Distance Space Requirements

Existing Room Desk Count (8)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 321B - Class 1

SCALE: N.T.S



Proposed Modified  
Desk Count per Class

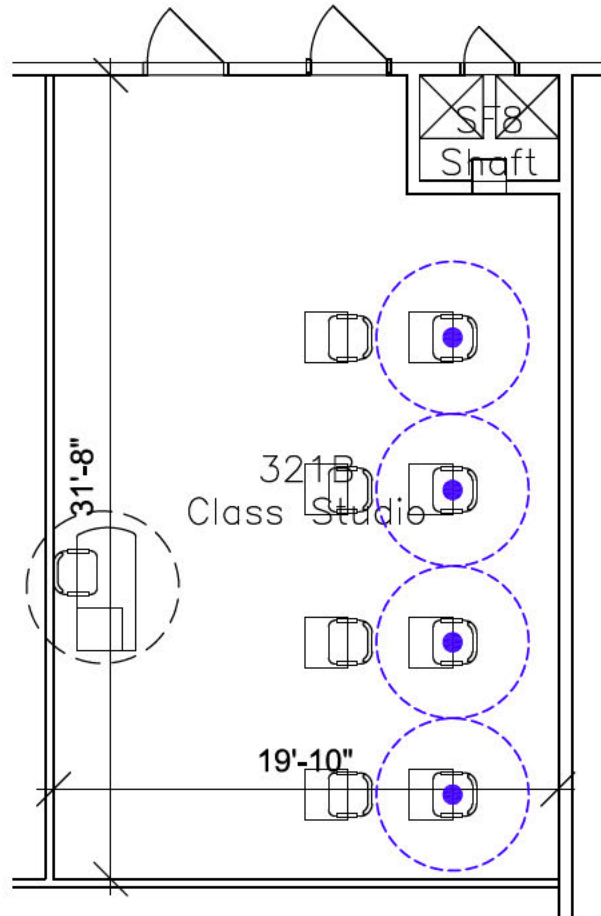
Class 1 - 4 Chairs ■

Class 2 - 4 Chairs ■

Total - 8 Safe Chairs

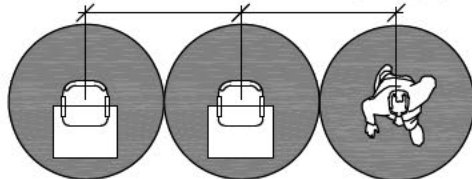
### Social Distance Space Requirements

Existing Room Desk Count (8)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 321B - Class 2

SCALE: N.T.S





Proposed Modified  
Desk Count per Class

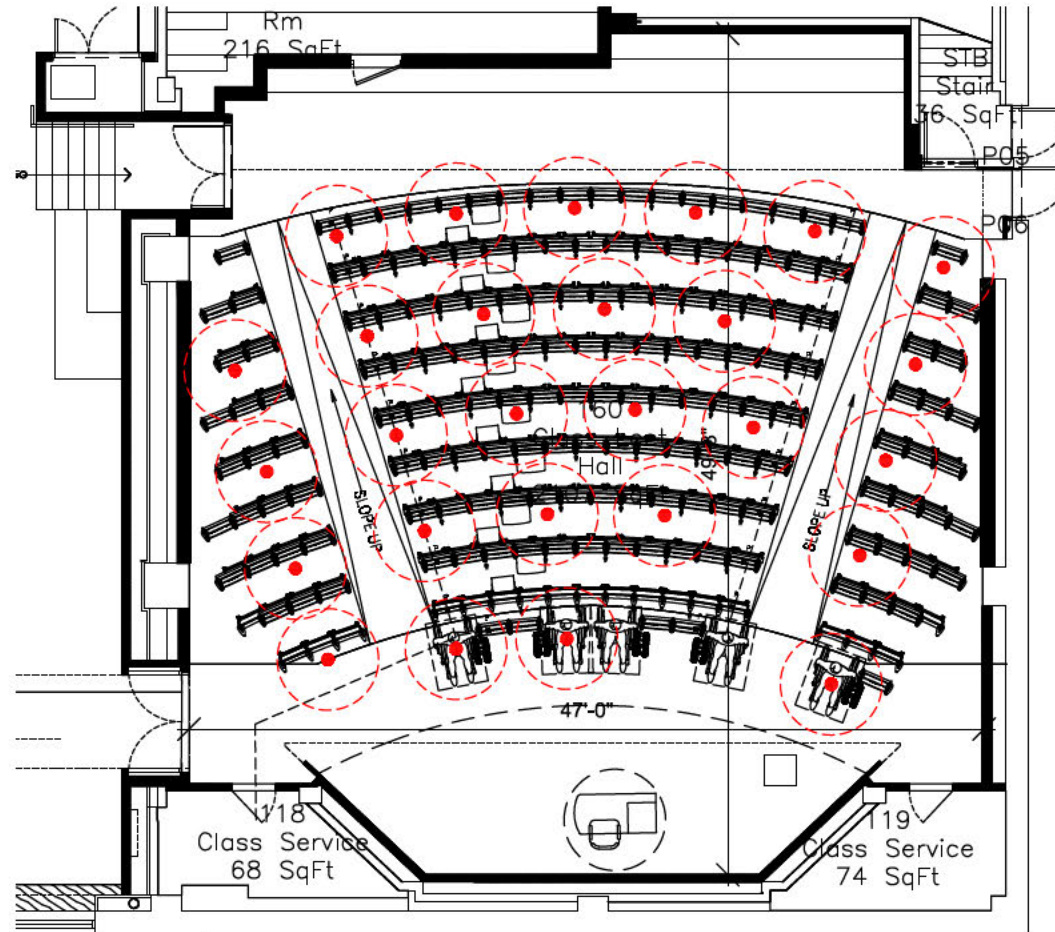
Class 1 - 27 Chairs ■

Class 2 - 28 Chairs ■

Total - 55 Safe Chairs

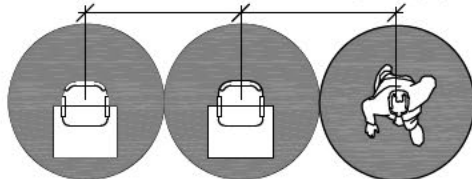
## Social Distance Space Requirements

Existing Room Desk Count (170)



6'-0"

Minimum Distance Instructor



1

Weston Hall Building - Room 160 - Class 1

SCALE: N.T.S



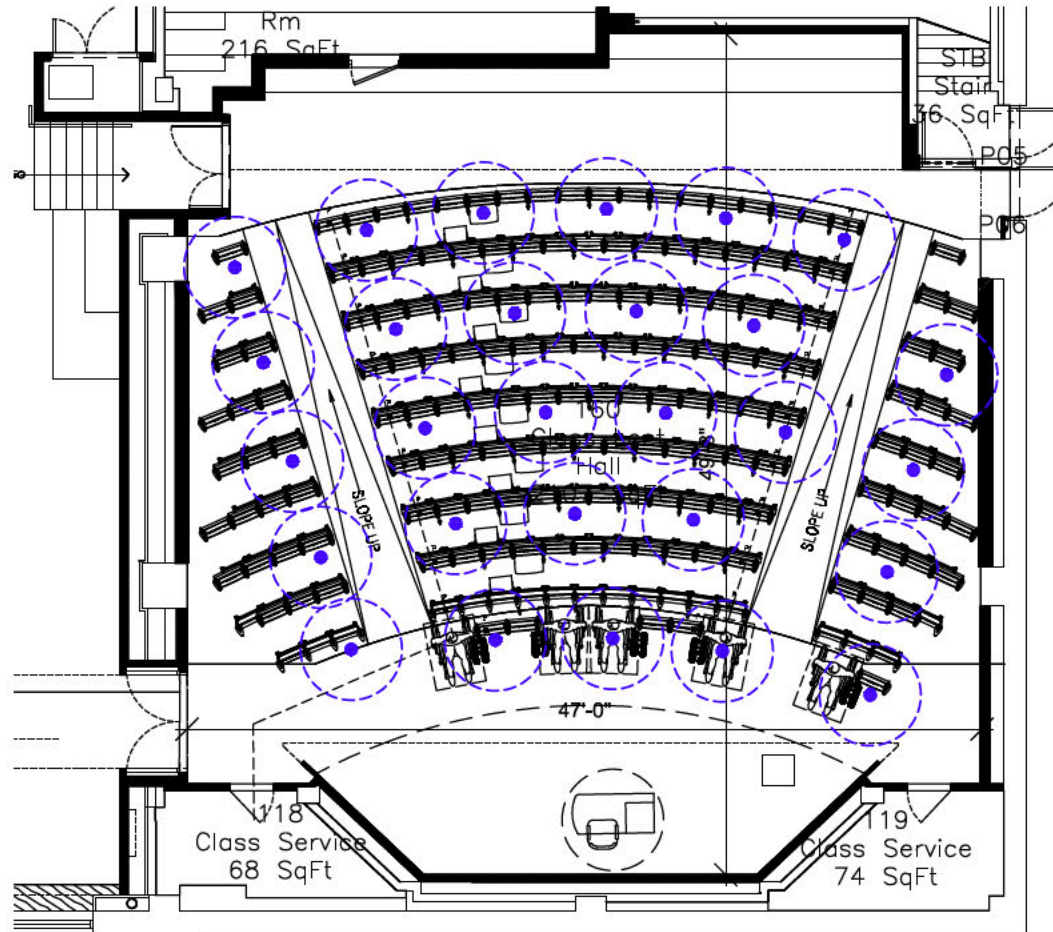
Proposed Modified  
Desk Count per Class

Class 1 - 27 Chairs ■  
Class 2 - 28 Chairs ■

Total - 55 Safe Chairs

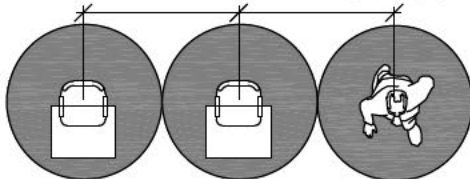
### Social Distance Space Requirements

Existing Room Desk Count (170)



6'-0"

Minimum Distance Instructor



2

Weston Hall Building - Room 160 - Class 2

SCALE: N.T.S



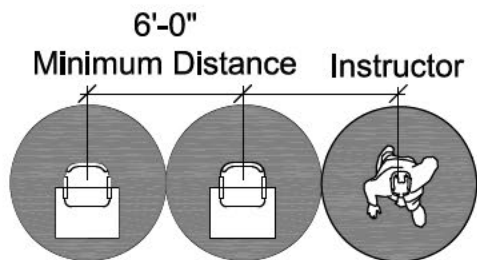
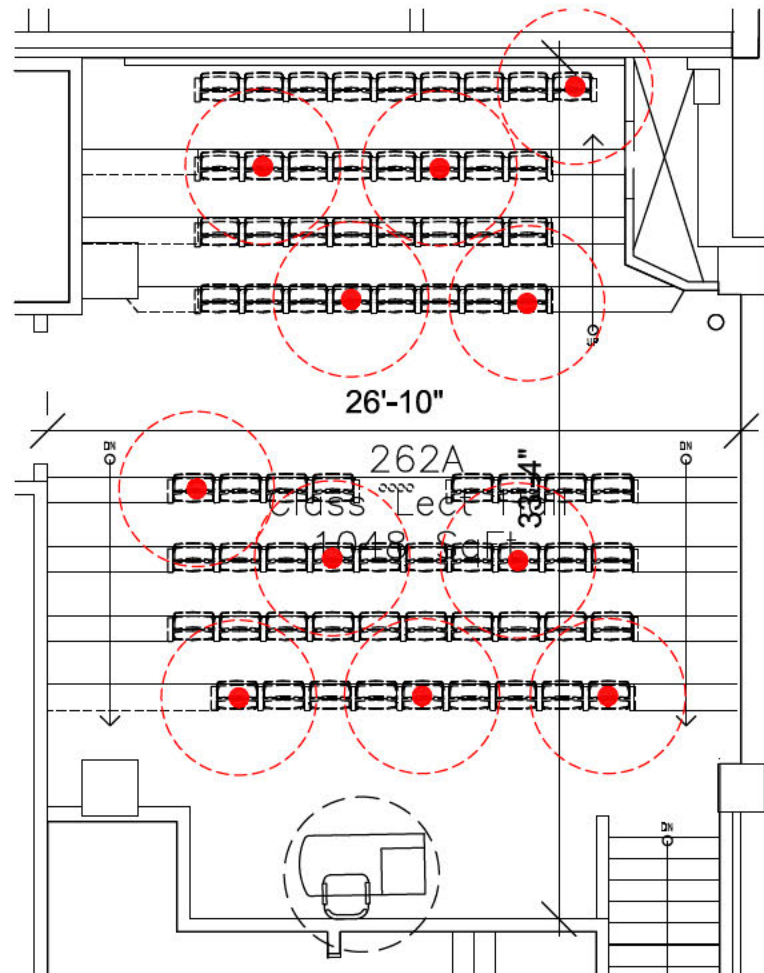
Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu/root/dmcommon\FaciliCAD\Drawings\WEST\FLOOR-01\WEST\_F001\_SPACE.dwg

Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 11 Chairs ■  
 Total - 22 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (70)



1 Weston Hall Building - Room 262A - Class 1  
 SCALE: N.T.S

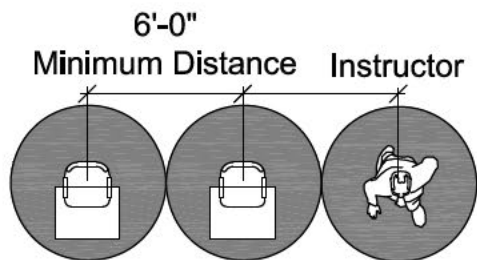
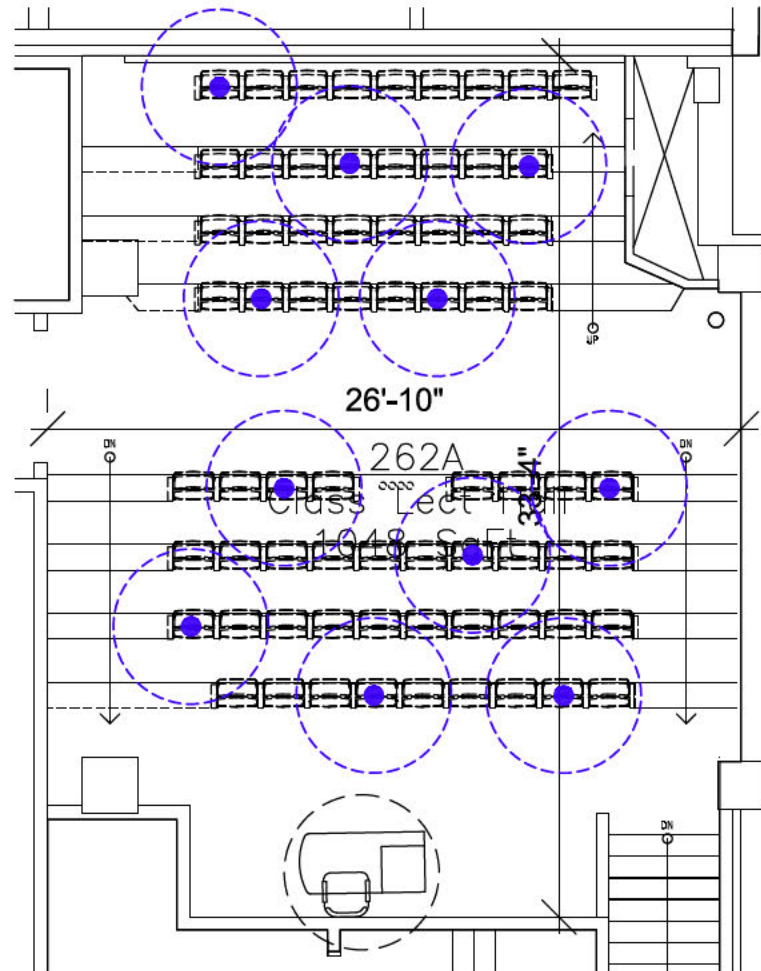




Proposed Modified  
 Desk Count per Class  
 Class 1 - 11 Chairs ■  
 Class 2 - 11 Chairs ■  
 Total - 22 Safe Chairs

### Social Distance Space Requirements

Existing Room Desk Count (70)



2 Weston Hall Building - Room 262A - Class 2  
 SCALE: N.T.S

