

Albert Dorman Honors College Pandemic Recovery Plan Continuity of Academic Operations Through Phased Recovery

NJIT faculty, staff, and students must follow the specific social distancing and safety protocols, including the use of personnel protective equipment (PPE), as required by the institutional, state and federal guidelines for the respective phase of the according continuity and recovery plans. State and national information regarding current conditions may be found at:

- NJIT Pandemic Recovery Plan: <https://digitalcommons.njit.edu/cgi/viewcontent.cgi?article=1009&context=prp>
- New Jersey's COVID-19 Information Hub: <https://covid19.nj.gov/index.html>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health": <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>
- White House Guidelines for Opening up America Again: <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>

The Albert Dorman Honors College (ADHC) administrative, classroom, and study areas are uniquely located within a residence hall (Honors Hall). In addition, a portion of the administrative floor (the second floor) has been designated as quarantine rooms for students who test positive for Covid-19. For this reason, coordination between the ADHC Dean, the Provost's Office, Residence Life, and the Pandemic Recovery Steering Committee is vital. The continuity of academic and administrative operations within the ADHC should proceed according to the following guidelines, comprised of four (4) graduated phases of recovery, and members of the ADHC administrative team and Honors Scholars should follow them closely.

NSO, ADHC First-year Retreat, and NSO 2.0 will be conducted in an entirely remote mode. Planning and appropriate materials are being completed to accomplish these.

Recovery Phase 0: The ADHC administrative team is operating entirely remotely.

- Access to common spaces in the second floor east wing (IDS rooms, library, computer lab, board room, Honors Scholar's Council office, and scholars' lounge) is by key access only (swipe access and keypad access is disabled) and permission to access these spaces or ADHC offices must be obtained either from the Dean, Residence Life, or the Provost.
- No activity that requires face-to-face interactions is permitted.
- To the extent possible, all academic activities, job duties, and other university-related tasks that can be should continue in a remote mode.
- Honors Summer Research Institute will continue, supporting only those research projects that can be conducted entirely in the scholar's remote location.
- Honors Colloquia will continue in a digital format.
- Honors Service Requirement suspended.

Recovery Phase 1: Minimal campus activities, approved through the Dean, and the Provost, limited to time-sensitive projects, especially those that support scholars' academic activities, those related to advising, and ensuring the completion of degree requirements for timely graduation. All other university-related activities that are able to be conducted remotely should be done so to the extent possible.

- Honors Colloquia continue in a digital format.

- Honors Service Requirement resumes, with opportunities to remotely tutor, or to work on other remote projects for the good of the community permitted. The service requirement of 30 hours per term will be maintained; however, scholars may fulfill that 30 hours either through remote “campus” or remote “community” activities.

Recovery Phase 2: With approval from the Dean, most operations may restart with significant social distancing and safety protocols (to be developed). Face-to-face courses will meet at or below 50% of the occupancy limit the assigned classroom, with a converged option where needed or preferred by the scholar. Limitations related to occupancy should be addressed using converged learning consisting of alternations of partial-class face-to-face and remote modes, with restrictions on the number of scholars, faculty, and staff that may be present in the facilities at any one time.

To further ensure the safety of scholars, administration, and staff, while maintaining academic services, the following will be observed:

- Access to the common areas in the second floor east wing remains by key access only.
- IDS classrooms will have seating removed to ensure that the seating maximum is not exceeded.
- ADHC Library, computer lab, and scholars’ lounge will remain closed.
- Seating will be removed from the second-floor common reception area, so that no more than five individual seats are maintained at a minimum of six-feet apart.
- Seating will be removed from the ADHC Board Room so that seats are only at the table and no closer than six feet apart.
- Administration will be on flexible work schedules. Team members will come to campus to lead converged first-year seminars in a coordinated manner, such that no more than half the administrative team is physically present at any time.
- **Team members in at-risk-categories or who care for individuals in at-risk categories are encouraged to continue to work in an entirely remote manner. All team members should be aware that the second-floor residence rooms in the west wing (administrative wing) of Honors will be used to quarantine students testing positive for Covid-19.**
- All staff members on campus will follow the PPE guidelines of the University.
- Strong advising is essential, but all activities, including advising, that can be conducted remotely or in addition to the on-campus operations should continue in remote mode if practical, even if the team member is in their office.
- Where most appropriate, face-to-face advising may take place by appointment only. Appointment calendars will be made available electronically to facilitate this.
- Honors Colloquia and Honors Service continue in the remote and digital formats only.

Recovery Phase 3: Most operations are restored. Courses meet via face-to-face or converged modalities, with six-foot social distancing and personnel safety protocols.

- Group activities with faculty, staff, and students should be restricted and group size should be kept to a minimum, with added safety protocols for at-risk participants. Large gatherings should be restricted and must have approval from the Dean, and the Provost. If possible, such meetings and group activities should occur remotely in order to minimize the size of in-person gatherings until we have achieved full recovery.

- Swipe access to the second floor east wing will be restored. The IDS classrooms will remain open only by key access and will not be available for group study. The library and computer lab will be available but seating will be removed and carrels restricted to maintain a six-foot separation. The scholars' lounge area will remain closed as will the Honors Scholar's Council office.
- Other safety protocols must be strictly followed.
- Accommodations for at-risk members of the community and those feeling expressly unsafe must be made to the extent possible.
- Honors Colloquia will be offered in converged or digital formats.
- Honors Service should continue in a remote format.

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