

## **Ying Wu College of Computing 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 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 continuity of academic and administrative operations within the **Ying Wu College of Computing (YWCC)** inclusive of its satellite location in Jersey City (**NJIT@JerseyCity**) should proceed according to the following guidelines, comprised of four (4) graduated phases of recovery.

**Recovery Phase 0:** All non-essential operations halted. Essential operations follow strictest social distancing and safety protocols with only essential staff.

- Safety must be rigorously maintained with adequate access to PPE and other safety related supplies. Classrooms and labs will not be authorized for access unless sufficient justification for access is provided. Department Chairs, Program Directors, or the Dean must identify and document, by name, individuals considered essential personnel (including proxies and replacements). During this time, all essential operations (ERO) must be approved by Department Chairs, the Dean, and the Provost.
- Any activity that requires face-to-face interactions is halted.
- To the extent possible, all academic activities, job duties, and other university-related tasks that are able to be performed remotely should be done so.

**Recovery Phase 1:** Minimal campus activities, approved through Department Chairs, the Dean, and the Provost, limited to time-sensitive projects, which includes student academic activities related to the completion of degree requirements for timely graduation.

- Research and special classes operate on an as-needed basis with the highest possible level of social distancing.
- All other university-related activities that are able to be conducted remotely should be done so to the extent possible.

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

- Prioritizing safety and wellbeing, the Phase 2 restart may require developing flexible work schedules, with staff on rotations, alternating between working on campus and remotely, flexible work shifts, or staggered workdays.
- Activities that can be conducted completely remotely or in addition to the on-campus operations should continue to be done so accordingly.

**Recovery Phase 3:** Most operations are restored. Courses meet via face-to-face or converged modalities, with minimal 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 corresponding department chair, 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.
- 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.

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

This document refers to operations conducted on NJIT's Newark campus as well as at its satellite location **NJIT@JerseyCity** located at 101 Hudson Street in Jersey City as well as those activities involving direct contact with individuals. Activities at partnering locations, such as Rutgers University – Newark, must follow a similar phased continuity of operations approach, as informed by local conditions.