

**5/23/20**

**Pandemic Recovery Plan for MTSM**

Following the guidelines provided by the Pandemic Recovery Plan developed by the Office of the Provost, the MTSM academic unit that is housed in the Central Avenue Building (CAB) will operate during the transitional time as follows:

**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.*

During this phase, the MTSM computer labs will be closed. The MTSM administrative offices will be closed and only essential personnel can be in the building. Although faculty can have access to their offices, it should only be for short stays, to pick up their mail/documents. All teaching/research/academic meetings need to be done remotely. All activities, including student advising, weekly faculty meetings, daily staff meetings are conducted online, and graduation celebrations, awards ceremonies, the Leir research seminars, and recruitment events are done 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.*

During this phase, the following standard operating procedure will be in place. The emphasis during this stage is to reduce unnecessary foot traffic in the administrative offices, and limit face-to-face interaction between staff, faculty, and students.

*Administrative Offices:* will be operating with 50% reduced staffing where the remaining 50% of staff work remotely. A rotational schedule will be developed.

*Student Advising:* Since freshman and sophomores will be on campus during this phase, there will be face-to-face academic advising, with the highest possible level of social distancing implemented. The online advising will still be a preferred option for all students. No walk-ins will be allowed and a limited number of advising appointments will be served. Both advisors and students shall wear face masks during the advising sessions.

*Tutoring:* Will continue to be available remotely.

*Faculty office hours:* will be available remotely.

*TEDx event:* will be done remotely.

Guest speakers in classes: will be done remotely/ or with the permission of the Dean, with the highest possible level of social distancing implemented.

*Student award ceremonies and recognition events:* will be done remotely.

*Small student and faculty gatherings (less than 25):* will be done face-to-face with the highest possible level of social distancing implemented.

*Monthly Faculty meetings and the weekly Leir research seminars:* will be done remotely.

*Weekly Staff meetings:* will be done in a converged meeting platform.

*Computer labs:* will be open for limited hours during the day and will be operating at 50% occupancy limits. A face mask is a must for anyone entering the labs.

**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.*

The MTSM will continue to offer both face-to-face and remote options for tutoring, academic advising, and remote attendance to live campus events. The computer labs and office space will continue to have strict cleanliness requirements.

**Full recovery** – fully normal operations with no social distancing expectations.