

## **NJIT Pandemic Recovery Plan Office of Global Initiatives**

Through this outbreak, the Office of Global Initiatives (OGI) has continued to support our international student population and offered more opportunities for virtual engagement than ever before. As we wait for guidance from the State of NJ regarding reopening, these are the concerns expressed by the staff that informed the suggestions for a phased recovery:

- As international students may be allowed in the country due to the lifting of travel bans, it is of concern that they may be asymptomatic and unknowingly transmit it to staff (there is no available information on quarantine requirements yet).
- The office only has only three advisors processing documents on a daily basis and they advise and support over 2,500 students. Any number of staff who may be out for an extended period due to the virus will put a significant strain on our day-to-day operations.
- The maintenance of the office space (and first-floor common areas, such as the bathroom) is of concern.

The following suggestions for reopening take these concerns into account.

### **Recovery phase 0** – Campus closure, except for essential staff

- The OGI staff works remotely to support our international student population.

### **Recovery phase 1** – Minimal campus activities

Given the successful implementation of online document submission and continuous support of our student population via remote channels, the OGI staff will continue to work remotely to minimize exposure (infection and spread) of the virus.

### **Recovery phase 2** – Two alternate scenarios are being considered for this phase

**Scenario 1:** The OGI staff continues to work remotely to minimize exposure (infection and spread) of the virus.

- No in-person advising will be available and the OGI staff will continue to advise students by email, phone, and meet virtually via WebEx or Google Hangout.
- Requests for documents will continue to be received and processed electronically.
- The staff will continue to conduct webinars and online presentations to engage with students and share information.
- The New International Student Orientation will be held virtually over the summer.

**Scenario 2:** The OGI office reopens fully and all staff reports to work daily.

- Based on the needs of the office, staff will report to the office to provide support to new and current students who have returned to the campus. As each OGI staff performs a specific task, it is necessary that they are present to support students who are on campus for classes or need to pick up documents. Given the budgetary constraints, the office can no longer afford to ship documents to students and needs to make these time-sensitive

documents available to students in our office. Each staff will follow the restrictions put in place by the university (6 feet apart, wearing of masks, etc.).

- The staff will continue to advise students by email, phone, and meet virtually via WebEx or Google Hangout. If strictly necessary, in-person advising will be allowed.
- The staff will continue to conduct webinars to engage with students and share information.
- The New International Student Orientation will be held virtually over the summer.
- Sneeze guards will have to be installed at the front desk area to protect staff from anyone walking in.
- When in office the staff will be using masks as per university policy.

Move from scenario 1 to scenario 2 will be decided in consultation with the administration.

**Recovery phase 3** – The OGI office reopens fully and all staff reports to work daily.

- Staff will be working behind the previously installed sneeze guards and will be frequently disinfecting surfaces with appropriate supplies provided by the university
- The New International Student Orientation will be held virtually (at least in summer 2020) to avoid large gatherings.
- The staff will continue to conduct webinars to avoid large gatherings.
- Individual, in-person advisement resumes via preset appointments to limit how many students can gather at the front desk area at one time. Walk-in appointments will not be allowed.

**Full recovery** – OGI office operations return to normal (conditions same as prior to March 18, 2020).