

NJIT Pandemic Recovery Plan

University Admissions: Phased Recovery Operations

The NJIT Office of University Admissions 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 in the respective phase of the phased recovery plan. State and national information regarding current conditions can be found at:

- New Jersey's COVID-19 information hub: <https://covid19.nj.gov/index.html>
- White House Plan for Opening up America Again: <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>

The following guidelines should be adapted with each respective phase for the recovery of University Admissions operations.

Recovery Phase 0: All on-campus admission and recruitment operations halted.

- Admissions staff will conduct all work remotely.
- Communication with prospective students and applicants will take place virtually using email, telephone and online webinars.
- The office will not permit on-campus face-to-face meetings with students and/or on-campus recruitment activities.
- Recruitment travel is not permitted.

Recovery Phase 1: Minimal campus activities, no standard face-to-face classes

- The majority of Admissions staff will conduct work remotely.
- Three staff members (manager, counselor and clerical staff) will work on-campus once a week (Wednesday).
 - Staff members working onsite will process incoming mail for Admissions as well as the other offices in Enrollment Services and prepare outgoing mailings.
 - Office rotations will occur on a weekly basis -- different employees will report to work each week. That will help ensure that, if anyone may be unknowingly infected, the chance for spread will be significantly reduced.
 - Team members who take public transportation to come to work will continue to work remotely. This will minimize the chance of exposure not only for them, but also for coworkers with whom they may come into contact.
- Communication with prospective students and applicants will take place virtually using email, telephone and online webinars.
- Open house events and other recruitment activities will be virtual.
- The office will not permit on-campus face-to-face meetings with students.
- Student visits to campus will be discouraged. A self-guided campus tour brochure along with other recruitment material will be available outside the entrance to University Admissions.
- Recruitment travel is not permitted.

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.

- The majority of Admissions staff will conduct work remotely.
- Eight staff members will staff the office Monday through Friday.
 - Office rotations will occur on a weekly basis -- different employees will report to work each week.
 - Staffing assignments based on job responsibilities to ensure business processes are adequately covered.
- Communication with prospective students and applicants will take place virtually using email, telephone and online webinars.
- Open house events and other recruitment activities will be virtual.
- The office will be open to meet with current NJIT students for face-to-face meetings. Staff will maintain social distance when meeting with students utilizing plexiglass shields during interactions.
- Prospective student visits to campus will be permitted on a limit basis. The prospective students must register in advance for the visit. There will be a limit of 5 prospective students per day along with their parents with the total number of visitors not exceeding 15 people. The students will tour the exterior of campus.
- Recruitment travel is not permitted.

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

- Rotation of two teams of staff working on campus and remotely. Half of the staff would come to work on campus each week for the entire week rotating with the second team the following week.
- Protection of team members in the Office of University Admission to ensure proper social distancing will be required.
- Direct contact with students is now an option. Protection of front-line counter staff will require the installation of sneeze-guards, and supplying workers with masks as a further measure of protection when dealing with the campus community.
- Small on campus recruitment events will take place. Attendance at these events will follow guidance from university and state limits and follow social distancing standards.
- Recruitment travel is possible.
- Continue to rely on virtual events/open houses as well as communication with students via telephone and email.

Full Recovery: All Office of University Admission recruitment and admission operations restored with no specific social distancing requirements.