

**Newark College of Engineering Pandemic Recovery Plan**  
**Optimizing Continuity of Academic Operations through Phased Recovery**

**9 June 2020**

The Leadership Team of the Newark College of Engineering (NCE) follows the phased approach to recovery prescribed by the Leadership of NJIT. In addition, we follow fact-based guidelines emanating from authoritative individuals and groups that exhibit relevant topical experience. At NCE we base our decision on the best-known science and reject emphatically any and all attempts to develop policy which undercuts recognized experts for the sake of expediency and politics.

NJIT faculty, staff, and students will follow the pertinent 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 relevant continuity and recovery plans. NJIT and state information regarding current conditions may be found at the following on-line sites:

- 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>

The academic and administrative operations within NCE should proceed according to the following guidelines, comprised of four (4) graduated phases of recovery.

**Recovery Phase Zero (0):**

All non-essential operations halted. Essential operations must follow strictest social distancing and safety protocols with only essential staff presence on campus.

- Safety must be rigorously maintained with adequate access to PPE and other safety related supplies. Classrooms, office spaces, workshops, labs, and the Makerspace will not be authorized for access unless adequate safety supplies are identified as being available

and sufficient justification for access is provided. Department chairs, program directors, or the Dean must identify and document, by name and title, 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.

- Specifically, NCE operates the NJIT Makerspace, whose activity, focused on production of PPEs, is considered essential.
- All activities requiring face-to-face interactions are halted.
- To the extent possible, all academic activities, job duties, and other university-related tasks should be performed remotely.

### **Recovery Phase One (1):**

Minimal campus activities are permitted. These are limited to time-sensitive projects, which includes student academic activities related to the completion of degree requirements for timely graduation. All such activities must be approved through department chairs, the Dean, and the Provost.

- Research and special classes including departmental laboratories and the Makerspace operate on an as-needed basis with the use of appropriate PPE and 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 best extent possible.

### **Recovery Phase Two (2):**

Most operations may restart on-campus with approval from department chairs and the Dean. Significant social distancing and safety protocols (as identified by the Pandemic Recovery Steering Committee) should be practiced. All courses will continue to be offered as synchronous remote learning mode until the end of Summer 2020 semester. All other activities involving student should limit the presence of students on campus. Occupancy in office spaces should be limited to 25-50% of the staff or the building floor capacity, whichever is lower.

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 well-being, 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 efficiently conducted completely remotely or in addition to the on-campus operations should continue to be done so accordingly.
- Due to the observed increase in the number of violations of the university's integrity policies in Spring 2020, additional measures will be taken to safeguard the reliability and effectiveness of grading and student assessments (in assigned homework and exams).

Operation of instructional labs will be altered to avoid violations of health and safety restrictions, including social distancing limitations. In some cases, students in labs will take turns in operating equipment and building/testing devices and systems. In other cases, lab manuals will be edited to change data collection and experimentation procedures. Some lab procedures will be video-taped and students would learn them from recordings (while still analyzing the collected data). Some labs will be cancelled altogether.

Group activities necessary to construct and test models and systems for regional/national/international competitions will either develop and practice procedures that comply with health/safety regulations, or be cancelled altogether.

### **Recovery Phase Three (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 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 necessary 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. Requests for such accommodations will be processed by NJIT Human Resources Department in coordination with other appropriate academic units.

**Full Recovery:**

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