Pandemic Recovery Plan for Events at NJIT

Updated June 16, 2020

This document outlines a plan for conducting in-person events at NJIT while maintaining social distancing and adhering to the guidelines provided by New Jersey's *The Road Back: Restoring Economic Health Through Public Health*, the federal government's *Guidelines for Opening Up America Again*, and the Centers for Disease Control and Prevention's Considerations for Institutes of Higher Education. It also is informed by plans adopted by various states and higher education peers. This plan is applicable for events hosted at NJIT throughout all phases of recovery that require social distancing to be implemented and face coverings to be used. The protocols established in this document will guide the implementation of events involving in-person attendance, however we encourage the use of NJIT's converged-learning technology capabilities to deliver as many events as possible in a hybrid model that will enable both in-person and remote synchronous participation.

What is considered an event?
- For purposes of this document, an event is considered any official gathering of a group of people making use of NJIT space, technology, or facilities for in-person or simultaneous in-person/remote interaction.

Event Guideline Training
- Internal departments who host events regularly will be required to undergo training related to the following guidelines.

Event Size and Guest Restrictions
- Until we reach Phase 3 of NJIT's recovery plan, no external guests are permitted to attend NJIT events in person.
- The number of attendees/participants must be limited to align with approved state and local guidelines.
- Event size must allow conformance with social distancing guidelines.

- Number of attendees/participants may be limited, at NJIT's discretion, based upon available staff and resources.
- Consider use of converged-learning technology to expand audience capacity and allow for synchronous remote participation.

Internal Audience Events

Pre-Event

- Departments and student organizations should continue to request space via the 25Live reservation system.
- Event planning consultation by appointment only, and preferably by telephone or WebEx.
- Consider use of converged-learning technology to expand audience capacity and allow for synchronous remote participation.
- Events must be scheduled in a location and with a space set-up in accordance with the capacities and layouts denoted in the NJIT Real Estate Development and Capital Operations Pandemic Recovery Plan as well as the Office of Strategic Events and Conference Services' modified space guidelines and room set-ups. Custom set-ups will not be accommodated.
- Procurement of any necessary, non-standard resources must be considered.
- Creation of a room diagram and numerical seating chart for event space is required.
- Catering of boxed meals only will be offered and must be pre-ordered through Gourmet Dining Services. Catered events must place food orders that only include individually wrapped or packaged food and canned/bottled beverages. This will eliminate the sharing of common items such as serving utensils, pitchers, etc.
- Attendee pre-event communication:
  - Face coverings required of all attendees.
  - Social distancing must be observed at all times.
  - Attendee check-in procedure description, including potential delays in entering facilities.

- ○ Room diagram and seating chart (will be assigned a numerical seat at check-in) to be shared in advance of the event.
- ○ Remind registrants to stay home if they experience any symptoms of COVID-19 on the day of the event or during the days prior to the event.
- ○ Request that if, within 14 days subsequent to the event, the attendee falls ill and tests positive for COVID-19, they should notify NJIT Executive Director of Environmental Health and Safety Mitchell Gayer at (973) 596-5736 or gayer@njit.edu as soon as possible, so that NJIT can take appropriate contact tracing steps.
- Any change to events must be provided 10 business days in advance and provided to **reservations @njit.edu** via email.

- Event cancellations can be processed via email or by logging into the 25 live system at https://25live.collegenet.com/pro/njit#!/home/dash by logging in, identifying the event via reference number or title, selecting the edit event button, and then selecting CANCELLED.

Event Space Set-up
- Event space must be set-up in accordance with the capacities and layouts denoted in the NJIT Real Estate Development and Capital Operations Pandemic Recovery Plan as well as the Office of Strategic Events and Conference Services' modified space guidelines and room set-ups. Custom set-ups will not be accommodated.
  - ○ Seats not in use per guidelines for space set-up must be removed or blocked off.
  - ○ Hand sanitizer stations to be placed at points of egress and strategically throughout space. Cost to be built into the event budget.
  - ○ Check-in/registration locations to be established.
  - ○ Social distancing markers and signage to be placed at points of egress and check-in/registration.

- - Event space should designate and mark one point of entry and a separate point of exit, wherever possible.
    - Consider use of converged-learning technology to expand audience capacity and allow for synchronous remote participation.
  - Signage displayed throughout venue discouraging handshaking, and encouraging washing hands and following social distancing guidelines
    - https://www.signs.com/social-distancing-signs/
  - A minimum of three hours are required prior to and after each event for sanitation (six total hours, not including event time).
    - Includes use of electrostatic/air sprayer disinfectants.

Attendee Check-in Procedures
  - All events must contain a pre-registration, self-check in process using online methods to access event materials. This will eliminate the use of registration tables and the dissemination of event materials on-site. Through self check-in, attendees should receive assigned seat location and reminder that face covering is required and will not be provided by NJIT. Entry process will be explained and should be determined based upon room configuration and points of entry/exit.
  - No name tag or packet/gift bag distribution at events.
  - Event programs to be provided in digital format only.
  - Event organizers must provide a list of all attendees at the end of each event to the Conference Services department and the dean of students. The list must provide the following information: event name and date, attendee's full name, phone number, email and room locations.

Event Operational Guidelines
  - Host department must have on-site representatives for every event to communicate with attendees and to monitor and assist with social distancing guidelines.
  - Face coverings required of all attendees and staff, when not social distancing.

- Face shields or other plastic barriers required of staff handling attendee check-in or other points of guest contact.
- Social distancing to be maintained.
- Public safety presence necessary to ensure adherence to social distancing requirements and established protocols.
- Enhanced cleaning of adjacent bathrooms during the event must occur and be planned/budgeted in advance.
- Audio/visual:
  - Equipment will be sanitized before and after every event.
  - For larger groups, overflow can be provided using webex into an adjacent room.
  - Adequate time must be allowed for safe setup of equipment, and sanitizing of equipment.
  - External contractors servicing campus events will be required to abide by NJIT protocols.
  - Technician interaction with presenters will need to be modified and limited as much as possible.
    - No assisting with the placement of lavalier mics.
    - Only verbal instructions provided for connecting presenters' devices to NJIT equipment.
- Catered meal distribution to be executed maintaining social distancing guidelines.

Post-Event
- Coordinated dismissal from events space maintaining social distancing through points of egress.
- Breakdown procedure should adhere to appropriate guidelines for social distancing and PPE usage.

External Audience Events
Pre-Event
- Event planning consultation by appointment only, and preferably by telephone or WebEx.

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- Procurement of any necessary, non-standard resources must be considered.
- Creation of a room diagram and numerical seating chart for event space is required.
- Catering of boxed meals only will be offered and must be pre-ordered through Gourmet Dining Services. Catered events must place food orders that only include individually wrapped or packaged food and canned/bottled beverages. This will eliminate the sharing of common items such as serving utensils, pitchers, etc.
- Attendee pre-event communication:
  - Event waiver must be signed and returned prior to the event, preferably 72 hours in advance.
  - Face coverings required of all attendees.
  - Social distancing must be observed at all times.
  - Attendee check-in procedure description, including potential delays in entering facilities.
  - Room diagram and seating chart (will be assigned a numerical seat at check-in) to be shared in advance of the event.
  - Remind registrants to stay home if they experience any symptoms of COVID-19 on the day of the event or during the days prior to the event.
  - Request that if, within 14 days subsequent to the event, the attendee falls ill and tests positive for COVID-19, they should notify NJIT Director of Environmental and Health Services

Mitchell Gayer at (973) 596-5736 or gayer@njit.edu as soon as possible, so that NJIT can take appropriate contact tracing steps.
- All event alterations (menu, setup, and, head count) must be requested 15 business days in advance of event date.

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