



Pandemic Recovery Plan



New Jersey Institute of Technology
Office of the Provost

Submitted to the State of New Jersey
Office of the Secretary of Higher Education
June 22, 2020

Contents

Introduction.....	5
Recovery Steering Committee	5
Instructional Delivery.....	11
Research Continuity	13
Campus Safety, Facilities and Security.....	13
Campus Public Safety.....	13
Testing and Medical Surveillance	14
Face Coverings and Personal Protective Equipment	15
Information Services and Technology	15
Dean of Students and Campus Life.....	16
Student Activities	16
Residence Life	17
Dining Services	17
Athletics.....	18
Event Services	18
Administrative Offices.....	19
Resources	19
Appendices	21
Academics – Detailed Plan	24
Individual College Plans.....	27
Albert Dorman Honors College Pandemic Recovery Plan: Continuity of Academic Operations Through Phased Recovery	28
College of Science & Liberal Arts Pandemic Recovery Plan: Continuity of Academic Operations Through Phased Recovery	31
NJIT Hillier College of Architecture and Design Pandemic Recovery Plan	33
Martin Tuchman School of Management Recovery Plan	37
Newark College of Engineering Pandemic Recovery Plan: Optimizing Continuity of Academic Operations through Phased Recovery	39
Ying Wu College of Computing Pandemic Recovery Plan: Continuity of Academic Operations Through Phased Recovery	42

Academic Affairs.....	44
Chemistry Learning Center Continuity Plan.....	45
Graduate Studies Office (GSO) Continuity and Recovery Plan	47
Math Success Center Continuity Plan.....	50
Murray Center for Women in Technology: Phased Recovery Plan	52
Office of Career Development Services Recovery Plan	61
Office of Global Initiatives Recovery Plan.....	63
Office of the Registrar: Phased Recovery Operations	65
Office of Student Persistence & Re-Enrollment Continuity: Phased Recovery Operations	67
Physics Tutoring Center	69
Student Financial Aid Services: Phased Recovery Operations.....	71
Theatre Continuity: Phased Recovery Operations	74
University Admissions: Phased Recovery Operations	76
University Libraries - Phased Recovery Plan.....	79
Converged Learning Support	79
VICE PROVOST FOR UNDERGRADUATE STUDIES.....	91
The Center for Pre-College Programs	91
The Educational Opportunity Program.....	92
The Office of Academic Advising	93
Learning Communities & First-Year Seminar (FYS).....	94
Office of Accessibility Resources and Services	96
The Learning Center.....	97
Placement Testing.....	97
Pre-Health Programs.....	98
New Student Orientation.....	99
Writing Center Continuity Plan.....	101
Draft PPE Guide for Instructional Laboratories	103
Office of Dean of Students and Campus Life.....	106
Center for Counseling and Psychological Services (C-CAPS)	107
Fall 2020 Reopening Plans: Offices of Student Life and Fraternity and Sorority Life.....	111

PROPER STEPS FOR RESIDENCE LIFE ROOM STERILIZATION	120
Athletics.....	121
Department of Athletics & Physical Education Recovery Plan.....	122
Research Continuity: Phased Recovery Operations	125
Research Continuity: Phased Recovery Operations	126
Administrative Plans	128
Academic Information Systems Recovery Plan	129
Department of Human Resources: Phased Recovery Operations.....	131
Pandemic Recovery Plan for Events at NJIT.....	134
EVENT ATTENDEE WAIVER AND RELEASE OF LIABILITY FORM.....	142
Finance Division Pandemic Recovery Plan.....	144
Information Services & Technology Recovery Plan	148
Office of Development & Alumni Relations COVID-19 Pandemic Recovery and Reconstitution Plan.....	152
Office of Institutional Effectiveness Phased Recovery Operations	159
Research Administration Continuity and Recovery Plan	161
Strategic Communications: NJIT COVID-19 Communications Plan	163
Office of Strategic Initiatives COVID-19 Reopening Plan.....	166
Real Estate Development and Capital Operations	169

For questions or comments, please contact:

Office of Planning and Accreditation

Perry Deess, Director

deess@njit.edu

Introduction

The COVID-19 pandemic has disrupted daily life and introduced uncertainty about the future. We plan to reopen in the fall to "business as usual" but must prepare for all possibilities. These include the potential for a long tail to the current wave of infections, a new wave of infections recurring sometime in the fall, or ongoing infections lasting into the winter. We may also be subject to any range of state-mandated orders to close or accommodate some degree of social distancing.

Developed by the Office of Planning and Accreditation under the Provost, this Pandemic Recovery Plan (PRP) describes how we will continue to fulfill our mission in education, research, economic development, and engagement while ensuring the safety and well-being of our campus community. It highlights aspects of normal university operations that are being adjusted to accommodate a flexible social distancing response to the ongoing pandemic. The PRP includes a proposal for delivery of the academic curriculum and includes preparedness plans for other areas. All proposals to flexibly adjust to social distancing are being implemented quickly to offer a measure of stability for our students, faculty, and staff in fall 2020. Specific plans have been prepared by area experts, including instructional delivery, campus life, dining and residence halls, and student activities. Preparations have also been made in research, administrative offices, Information Services and Technology, and Public Safety.

The national recovery guidelines *Opening Up America Again*¹ and the State of New Jersey's *The Road Back: Restoring Economic Health Through Public Health*² describe phased plans mirrored in the PRP. Beyond these plans, the PRP offers a set of guidelines for the development of specific strategies in operational units to address multiple phases of recovery. (Specific unit plans developed by area experts are linked in the appendices of this document.) In addition to guiding the development of specific strategies, the plan presented here simplifies communication and expedites actions by allowing the university to announce a phase that guides units to implement their own tailored response preparations. Smooth communication in this crisis is critical because the university phase designation may deviate from the state and nation as required by local conditions.

Recovery Steering Committee

Our response to the current crisis moving forward will be guided by the Recovery Steering Committee. In the spring 2020 semester, the NJIT Coronavirus Task Force provided admirable leadership during rapidly changing circumstances. The Task Force monitored developments and implemented difficult but necessary decisions in real-time.

1. <https://www.whitehouse.gov/openingamerica/>

2 <https://nj.gov/governor/news/news/562020/approved/20200427b.shtml>

The experiences of the NJIT Coronavirus Task Force guide its successor, the Recovery Steering Committee, in measured steps beyond the immediacy of crisis and toward planning for recovery. The Recovery Steering Committee includes experts in a broad range of key functional areas and reflects stakeholder representation insofar as stakeholders have knowledge of critical operations. The charge for the committee is to formulate a forward-looking and technically detailed process that builds on our strong foundation and grows university operations for the long term. The complete roster of the Recovery Steering Committee and its subcommittees is provided below.

During this spring semester, we have learned more about how to work, create, and live online than we ever expected. This learning will not be lost or neglected—it will be leveraged to expand the effectiveness and convenience of online activities to promote social distancing in the short term and potentially move toward more efficient operations in the future. This is therefore a dynamic document that will develop and evolve as we move towards recovery.

Instructional Delivery Subcommittee	
Basil Baltzis*	Senior Vice Provost for Academic Affairs and Student Services basil.c.baltzis@njit.edu
Denis Blackmore*	Professor, Mathematical Sciences (CSLA) Also representing Faculty Senate denis.l.blackmore@njit.edu
Fadi Deek* (Co-Chair)	Provost and Senior Executive Vice President Also representing University Senate fadi.deek@njit.edu
Jerry Trombella	Registrar jerry.trombella@njit.edu
Ann Hoang	University Librarian ahoang@njit.edu
Blake Haggerty	Executive Director, Digital Learning and Technology Support Also representing Administrators Council blake.haggerty@njit.edu
Jaskirat Sodhi	Lecturer, Mechanical Engineering (NCE) Also representing Lecturers and Educators Congress jaskirat.sodhi@njit.edu
Ashish Borgaonkar	Assistant Professor, Engineering Technology (NCE) ashish.borgaonkar@njit.edu
Louis Hamilton	Dean, Albert Dorman Honors College louis.i.hamilton@njit.edu
Melodi Guilbault	Director of Student Engagement and Success (MTSM) melodi.d.guilbault@njit.edu

Campus Life, Student Activities, and Residence Halls

Marybeth Boger*	Dean of Students and Campus Life marybeth.boger@njit.edu
Sharon Morgan	Associate Dean of Students sharon.e.morgan@njit.edu
Sean Dowd	Director of Residence Life sdowd@njit.edu
Dave Arluna	Food Services Director gdsarluna@njit.edu
Donna Zeuner	St. Michael's Medical Center dzeuner@primehealthcare.com
Kristie Damell	Executive Director of Student Life kristie.k.damell@njit.edu
Phyllis Bolling	Director, Center for Counseling & Psychological Services (C-CAPS) phyllis.bolling@njit.edu
Cristiana Kunyczka	Director, Office of Global Initiatives kunyczka@njit.edu
Anuj Patel	Student (Student Senate) aip88@njit.edu
Jason Antonik	Student (Residence Hall Assistant) jea34@njit.edu
Jun Yuan	Graduate Student jy448@njit.edu

Research Continuity

Atam Dhawan*	Senior Vice Provost for Research dhawan@njit.edu
Mitchell Gayer*	Director, Environmental Health and Safety mitchell.e.gayer@njit.edu
Eric Hetherington	Director, Sponsored Research Programs Administration eric.d.hetherington@njit.edu
Jay Meegoda	Professor, Civil Engineering (NCE) Also representing Faculty Senate meegoda@njit.edu
Somenath Mitra	Distinguished Professor, Chemistry (CSLA) somenath.mitra@njit.edu

Risk Management

Holly Stern*	General Counsel and Vice President, Legal Affairs stern@njit.edu
Christine Li	Associate General Counsel and Ethics Liaison Officer lic@njit.edu

Megan De Joseph	Director, Finance/Risk Management megan.g.dejoseph@njit.edu
Patricia Wallace	Risk Management Analyst patricia.j.wallace@njit.edu
Brian Tierney	University Counsel tierney@njit.edu
Danielle-Ann Thomas	Office of General Counsel dthomas@njit.edu
Athletics	
Lenny Kaplan*	Associate Vice President, Director of Athletics kaplan@njit.edu
Andrew Schwartz	Senior Associate Director of Athletics schwartz@njit.edu
Matt Koscs	Head Athletic Trainer matthew.j.koscs@njit.edu
Peg Hefferan	Associate Director of Athletics for Administration and Student-Athlete Services hefferan@njit.edu
Michael Siegel	Faculty Athletics Representative, Mathematical Sciences (CSLA) michael.s.siegel@njit.edu
Ally Nick	Women's Soccer Coach nick@njit.edu
Fernando Barboto	Men's Soccer Coach barboto@njit.edu
Travis Johnson	Lacrosse Coach tjohnson@njit.edu
Catie Rose	Assistant Athletic Trainer crose@njit.edu
Brian Callahan	Assistant Director of Physical Education callahan@njit.edu
Kerry Feder	Administrative Assistant for Director of Athletics kfeder@njit.edu
Casey MacDonald	Athletics Operations and Facilities cmac@njit.edu
Kyle Karpinski	Assistant Athletics Operations & Facilities kkarpin@njit.edu
Bobby Fisk	Head Strength Coach fisk@njit.edu
Administrative Offices, Resources	
Dale McLeod*	Vice President, Human Resources dale.a.mcleod@njit.edu

Annie Crawford	Assistant Vice President, Human Resources crawford@njit.edu
Jeanie Regencio	Director, Office of Procurement Services regencio@njit.edu
Lisa Easton	Executive Director, University Budgeting and Financial Planning lisa.c.easton@njit.edu
Scott Kent	Administrative Assistant II, Federated Dept. of History (CSLA) kent@njit.edu
Event Services	
Matt Golden*	Chief Strategy Officer, Strategic Initiatives matthew.golden@njit.edu
Lorie Brown	Executive Director, Strategic Events and Conference Services lorie.brown@njit.edu
Albert Martinez	Director, Operations and Conference Services amartine@njit.edu
Joe Bonchi	Director, Media and Technology Support Services bonchi@njit.edu
Michael Smullen	Director, Alumni Relations msmullen@njit.edu
Michele Rittenhouse	Director, Theatre Arts and Technology (CSLA) michele.rittenhouse@njit.edu
Andrei Sirenko	Professor, Physics (CSLA) andrei.sirenko@njit.edu
Casey MacDonald	Athletics Operations and Facilities cmac@njit.edu
Mark Cyr	Lieutenant, NJIT Public Safety cyr@njit.edu
Raymond Gintner	Manager of Theatre Operations, Jim Wise Theater gintner@njit.edu
Henry Rzemieniewski	Manager of Custodial Services henry.f.rzemieniewski@njit.edu
Phil Stickna	Assistant Director, Information Services and Technology stickna@njit.edu
Yassine Boubendir	Professor, Mathematical Sciences (CSLA) yassine.boubendir@njit.edu
Campus Safety, Facilities, and Security	
Andrew Christ* (Co-Chair)	Senior Vice President, Real Estate Development and Capital Operations achrist@njit.edu
Ron Martucci	Associate Vice President, Facilities Services martucci@njit.edu

Todd Miller	Assistant Vice President for Campus Planning, Design, and Construction Also representing Administrators Council tmiller@njit.edu
Joseph Marswillo	Police Chief, NJIT Public Safety marswillo@njit.edu
John Cays	Associate Dean for Academics, Hillier College of Architecture and Design cays@njit.edu
Lucia Rodriguez Freire	Assistant Professor, Civil Engineering (NCE) lucia.rodriguezfreire@njit.edu
Allison Cox	Operations Coordinator Also representing Staff Council cox@njit.edu
Information Services and Technology	
Gregg Chottiner*	Interim Chief Information Officer gregg.m.chottiner@njit.edu
Peter Teklinski	Executive Director, Core Systems and Telecommunications peter.teklinski@njit.edu
Roweena Carlos	Executive Director, Academic Information Systems roweena.carlos@njit.edu
Rob Gjini	Assistant Vice President, Facility Systems gjini@njit.edu
Dantong Yu	Associate Professor, Business Data Science (MTSM) dantong.yu@njit.edu
Ryan Tolboom	University Lecturer, Informatics (YWCC) ryan.tolboom@njit.edu
Planning and Administration	
Perry Deess*	Director, Planning & Accreditation deess@njit.edu
Regina Collins*	Associate Director, Compliance and Accreditation regina.s.collins@njit.edu
Peggy Kenrick	Office of the Provost margaret.kenrick@njit.edu

*** Subcommittee representative to the Recovery Steering Committee**

The Pandemic Advisory Committee, which began its efforts in response to the emerging pandemic, also includes representation from units across the university, including:

1. University Senate
2. Faculty Senate

3. Professional Staff Association/American Association of University Professors (PSA/AAUP)
4. American Federation of State, County and Municipal Employees (AFSCME)
5. Office and Professional Employees International Union (OPEIU)
6. United Council of Academics at NJIT (UCAN)
7. Fraternal Order of Police (FOP)
8. Lecturers and Educators Congress (LEC)
9. Administrators Council
10. Staff Council
11. Student Senate
12. Graduate Student Association
13. Alumni Association

Instructional Delivery

At this juncture, it is impossible to project what phase of recovery the country, the state, and NJIT specifically will be in when the fall semester begins. It is almost certain the danger of virus transmission will continue, and it is incumbent on us to ensure the safety of students, faculty, and staff, particularly those in vulnerable populations. If students are to return to campus with confidence, it is imperative that we ensure safety while providing a high-quality learning experience. Balancing these priorities entails a flexible response utilizing synchronous online classes when necessary and face-to-face classes whenever possible. It is not inconceivable that we could begin the semester with significant restrictions that are relaxed or begin the semester with no restrictions that become progressively more stringent. Preparing for this degree of flexibility requires reframing instructional procedures now before the fall semester begins. For details, please see the [Academics – Detailed Plan](#) section of this document.

A key component of reopening the campus, with flexibility in the delivery mode, is offering as many courses in the converged modality as possible. First discussed in 2013 as a way to reduce barriers between the physical and virtual campus³, converged learning offers a location-independent, synchronous experience that allows students to attend class by coming to the classroom, logging in from their residence halls or nearby apartments, or joining the class from another state or country. In effect, converged learning creates an *anywhere* classroom that invites students to converge to the instructor's location, whether in class, at home, or even at a coffee shop. Admission, registration procedures, and costs are the same regardless of the

³ "Speaking from Experience: Q&A With Provost Fadi P. Deek." *NJIT Magazine*, Fall 2013
<https://magazine.njit.edu/sites/magazine/files/lcms/2013/fall/speaking-from-experience.pdf>

location from which students ‘attend’ class^{4,5}. Converged classes provide a flexibility that is well suited to the uncertainty caused by the current pandemic because they allow shifts to the appropriate degree of social distancing by setting a maximum on the number of face-to-face students allowed in each class.

Our shift to remote learning in spring 2020 represented a move to converged learning in which instructors taught synchronously using their home computers with students joining regardless of location. Although allowing any face-to-face class attendance was impossible due to strict social distancing measures at the time, the remote converged format worked remarkably well given its sudden implementation. With a minimum of equipment (laptop, microphone, camera, tablet, and document reader), instructors were teaching and interacting with their students ten days after the official close of campus.

Moving forward, converged learning offers a unique solution that can support appropriate social distancing while still providing students with on-campus, face-to-face experiences. For the Fall 2020 semester, all classes will be conducted in the converged learning format, except those classes originally scheduled as online. Students in converged learning classes will be assigned alternating days to meet onsite and in class, with students not scheduled to meet face-to-face participating synchronously during the same class session. For classes scheduled for three or four hour blocks (including evening classes), students will be scheduled to meet on alternating weeks. Classrooms will be sanitized periodically throughout the day, necessitating a potential change in starting time to 7:30 a.m. (instead of 8:30) and an ending time for night classes of 9:05 p.m.

Priority will be given to freshmen and sophomore (100- and 200-level) classes to ensure the students build a connection to the NJIT community through face-to-face experiences. Certain junior, senior, and graduate courses will also be offered in a converged format with physical presence on campus, but most 300-level, 400-level, and graduate courses will be converged meeting remotely. Laboratory classes will, whenever possible, also be converged with physical presence; the university will provide appropriate personal protective equipment (PPE) or implement other protocols designed to maximize the safety of those engaged in lab exercises. Incoming students will receive their schedules sometime in August, while returning students will be notified about schedule changes as soon as a modified course schedule is finalized.

⁴ “Convergence: A Vision and Framework for Leadership in Digital Learning.” October 2013. https://www5.njit.edu/provost/sites/provost/files/lcms/docs/2015/Digital_Learning_Document_10-16-2013_final.pdf

⁵ “A New Strategic Vision for Education and Research at NJIT: Q&A With Provost Fadi P. Deek.” *NJIT Magazine*, Fall 2015. <https://magazine.njit.edu/sites/magazine/files/lcms/2015/fall/2020-vision-deek-ganda.pdf>

Research Continuity

The research administration office has developed a high-level guide the implementation of social distancing while assuring research continuity in all research undertakings. All laboratories and research facilities will also prepare and submit social distancing plans with flexible levels of response for the research workplace, as needed. These plans may propose such alternatives as restructuring work processes to reduce the number of researchers in the lab at any time. This may entail longer hours of laboratory operation with multiple shifts, or it may require the redesign of equipment and procedures to reduce the number of researchers required in a small space at the same time. Most importantly, research facilities must err on the side of caution in the use of personal protective equipment (PPE) to safeguard our researchers, research assistants, and students. For details, see the [Research Continuity](#) plan.

Campus Safety, Facilities and Security

The Real Estate Development and Capital Operations plan defines the activities to be taken to ensure the safety of building occupants. The plan addresses different phases of recovery and meets or exceeds CDC guidelines including procedures for disinfecting high touch surfaces at recommended frequencies using approved disinfectants. Other proposed actions include maximizing fresh air and filtered air circulation in buildings as per CDC guidelines.

It is expected that building services will equip all building entrances with hand sanitizer dispensers. Wipes or other disinfection products will also be provided in classrooms for students to clean their desks before being seated; alternatively, staff will clean high touch classroom surfaces after every second class. The class schedule will be modified to accommodate the cleaning needs. Temperature sensing stations will be available in several locations on campus for self-monitoring.

As with student residences, plans for safer facilities are being prepared now and will be implemented over the summer. These plans provide social distance between seats in classrooms, dining areas, and other common areas. HVAC systems will be operated to improve ventilation and outfitted with high efficiency filters. They may also include designs for unidirectional hallway and stairway use and staggered schedules to reduce hallway crowding, should more stringent social distancing efforts be required. Responses to changing conditions in this area require advance thought to optimize effectiveness and flexibility as recovery phases change.

Campus Public Safety

The Department of Public Safety is an active partner in all of the adjustments discussed in this document. If flextime or expanded classroom scheduling is encouraged to reduce the number of individuals on campus, officers may be required to accommodate earlier start times and later

end times. The role of Public Safety officers may also evolve to support not only the safety of students, staff, and property but also education regarding appropriate social distancing practices. They will support the education of students, faculty, and staff on social distancing, hand hygiene, and wearing of face coverings through their community policing efforts.

Testing and Medical Surveillance

In partnership with Human Resources, the Dean of Students, and Information Services and Technology, we have established a comprehensive medical surveillance and testing protocol.

All students, faculty, and staff will be required to be tested a maximum of 21 days in advance of the start of the fall academic semester or before a move into a residence hall, whichever is earlier. This test will provide a baseline understanding of the prevalence of COVID-19 within the NJIT community. Anyone who tests positive will be required to self-quarantine for 14 days prior to coming to or returning to campus. To return to campus after a positive test result, the individual will be required to have clearance from a medical professional and submit that clearance to Human Resources (for faculty and staff) or to the Office of the Dean of Students (for students).

Faculty and staff will use the university's medical partner, University Hospital, for their testing, which will be covered by their medical insurance. Co-payment will not be required for this test. Students are asked to have a test performed through their own medical provider prior to coming to campus. For those who do not have a medical provider or have other extenuating circumstances, our student health partner, St. Michael's Medical Center, will administer the test. Results will be communicated to faculty/staff and the Department of Human Resources, or the student and the Office of the Dean of Students, with strict adherence to HIPAA requirements.

After the initial baseline testing has been completed, symptomatic members of the community will be required to be tested either through NJIT's healthcare partners or through their own medical provider. Individuals with negative test results can return to campus. Positive test results will require the individual to self-quarantine for 14 days and will initiate rapid response contact tracing efforts in partnership with the City of Newark and the Essex County Health Department. In order to return to campus, individuals who tested positive and completed the 14-day quarantine must submit clearance from a medical professional to Human Resources (for faculty and staff) or the Office of the Dean of Students (for students).

All community members will be required to self-monitor for symptoms of COVID-19. NJIT will install temperature screening kiosks in all residence halls and several high traffic locations on campus for use by students, faculty, staff, and visitors. Everyone will be required to answer a daily (or more frequent) health pledge during the Web Authentication process in order to

access NJIT network applications. Failure to complete the health pledge will result in system access failure and referral to Human Resources or the Dean of Students for further action.

In addition to the medical surveillance noted above, wastewater testing and indoor air quality monitoring will be used as tools to detect viral load. Should these screening tools detect the increased presence of the COVID-19 virus, students, faculty, and staff may be required to undergo additional testing. Groups such as student athletes or others who participate in higher risk activities may also be asked to submit to additional testing based on risk levels.

Face Coverings and Personal Protective Equipment

Every member of the NJIT community will be required to wear a face covering anywhere on campus, including classrooms, teaching labs, and other instructional spaces, even when social distancing is possible. Face coverings are required until the university enters recovery phase 4 (the State of New Jersey's "new normal" stage) or as recommended by the CDC and other state and federal organizations. Students, faculty, and staff who wish to continue to wear masks once the campus is in full recovery are welcome to do so. For those who cannot wear a cloth face covering due to medical reasons, reasonable accommodations will be made in collaboration with Human Resources (for faculty and staff) and the Office of the Dean of Students (for students). However, individuals who refuse to wear face coverings and do not have a valid medical excuse will be referred to the Office of Human Resources of the Office of the Dean of Students for further action and will be asked to leave campus.

NJIT will provide two reusable, washable, cloth face coverings for each individual. Additional Personal Protective Equipment (PPE) may be provided in certain circumstances where social distancing is not achievable. Faculty may have the option of wearing an alternative to a face covering (e.g., a face shield) to facilitate long periods of speaking during instruction.

In the event that individuals lose or forget their face coverings, disposable masks will be available through various departmental offices and the Office of the Dean of Students. Lost face covering(s) may be replaced at the NJIT Bookstore for a nominal fee.

Information Services and Technology

The Information Services and Technology group (IST) serves an essential role in ensuring the administrative systems of the university are functioning effectively. Much like administrative offices, IST plans for returning to campus should offer recommendations to maintain social distancing. They should include leveled response contingency plans that ensure our instructional and operational technology needs are met regardless of any response level changes. IST must also prepare business continuity plans that explain to university stakeholders how IST projects will be prioritized and how proper functioning of systems will be ensured.

IST must also quickly assess the feasibility of the converged learning model, investigating minimal technology requirements that would enable a shift to converged courses by September.

Dean of Students and Campus Life

Student support areas that offer drop-in services (e.g., Student Financial Aid Services, Career Development Services, and the Center for Counseling and Psychological Services) should be prepared to operate with significantly increased social distancing. This may entail virtual appointments, processes to meter students into their physical areas to ensure appropriate social distancing for face-to-face service, and the expansion of waiting areas or sign-in lists with text notification where students only enter the physical space when instructed. Tutoring, advising, EOP, and student disability services should similarly consider using virtual appointments to the extent possible, with plans to move entirely online if required.

Lessons learned from the spring 2020 move to remote services can provide important guidance for the future. Many services are being delivered online, and the extent of these services can be expanded. Developing flexible plans for fall 2020 will allow smoother transition in the event of a mandated campus closing or, more optimistically, should social distancing be significantly reduced. The Dean of Students and Campus Life will work with her team to develop appropriate plans to prepare for a fall semester with a fully flexible approach to social distancing. What will campus life be like, and how will student interactions be managed at each phase of recovery? They will develop these plans with the phases of recovery in mind so that strategies for a safe and robust campus life can be implemented seamlessly, as required.

Student Activities

During the fall semester, campus activities should be designed with social distancing in mind. Gatherings should assume strict social distancing, consistent with the phase of recovery. Unless pandemic conditions change significantly, it can be assumed large gatherings will pose a significant risk; should the virus spread through an on-campus event, we may be forced to close campus for a period of time even without a statewide order. It is therefore prudent to set lower limits on gathering size than appear in *Opening Up America Again* at each recovery phase.

- a. Campus lectures and talks – All lectures, seminars, and talks should be offered with a virtual option. This will allow varied degrees of social distancing or an immediate shift to online events if necessary.
- b. Campus organizations – Organizations should develop plans to accommodate online meeting attendance wherever possible. Rooms for video broadcast (or perhaps converged classrooms) should be made available for student organization use during common hours. The size of student gatherings must be strictly restricted by the phase of recovery.

- c. Sponsored campus events – Events planned for fall 2020 should have an online component and contingency plans to allow varied levels of social distancing or fully online activities if conditions require it. These plans will have the added advantage of opening sponsored events to remote attendees.

Residence Life

A range of precautionary measures and new safety protocols will be put in place to help prevent the spread of COVID-19 in all on-campus residential communities using guidance from health officials and other state and local authorities. Measures include a 15% reduction in overall housing capacity, the removal of all triple rooms, and a sharp increase of Fall single-occupancy rooms while maintaining use of double room suites and apartments. Single-occupancy rooms with private bathrooms are held as quarantine space. A student quarantine protocol was developed for use in spring 2020 which includes daily meal delivery and monitoring as well as notice to the Office of the Dean of students as a means to offer interim support as appropriate.

Using a phased approach, residents and staff are expected to continue practicing good hygiene while adhering to policy changes designed to reduce risk. This includes the temporary suspension of guest privileges, the closure of nonessential common areas with restricted occupancy in essential common areas such as building laundry and kitchen facilities, and unidirectional use of halls and stairwells. Ongoing cleaning and sanitation will take place as well as the installation of physical barriers in frequently visited areas.

Continuing students who selected housing during the Continuing Student Housing process will maintain access to their 2020-2021 placement; sufficient space is available to house all incoming and continuing student new applications received by the May 1, 2020 priority deadline. Applicants unable to be housed immediately may request to be added to a housing waitlist. Residence Life will offer placements based on the date of application, distance from campus, and any extenuating circumstances.

Residence Life staff will engage in ongoing training related to the signs and symptoms of COVID-19, notification and support processes related to student self-quarantine, a review of relevant campus resources such as NJIT Health Services and the Office of the Dean of Students and Campus Life, and means to develop community using virtual platforms and activities during the initial reopening phase.

Dining Services

Dining services face unique challenges. They must be prepared for potential increases or decreases in the number of students on campus while also complying with changing government mandates for food services. Meeting these challenges will require flexibility and advance planning.

Some principles are clear. Throughout the semester, meals should be prepared and served in a way that reduces the possibility of COVID 19 transmission, and dining areas should be strictly controlled to reduce crowds. It may be prudent to offer dedicated dining services for residential students with separate options for commuter students. It may also be prudent to offer incentives for students to eat during off-hours, such as reduced off-hour pricing. At a minimum, the physical layout of dining areas must be modified to enforce social distancing, including faculty dining and the University Club. Plexiglass shields for cashiers in dining venues and convenience stores would reduce the risk of infection. Finally, storage and dispensing of utensils and glassware should also be redesigned to decrease the possibility of contamination.

These and other measures, including further contingency plans in the event of increased transmission, should be developed by Gourmet Dining Services. Such plans would make continued food service as safe as possible.

Athletics

All athletic activities should follow guidelines established by the NCAA in response to the pandemic. Because NCAA guidelines may change during the course of the semester, planning for flexibility in advance is required. It must also be recognized that there will be a significant risk associated with having spectators attend athletic events in fall 2020. The athletics department should carefully consider this and develop rigorous social distancing plans. While it may be possible to reconfigure some athletic venues for greater social distancing, online broadcasting, without spectators, will be considered as a lower risk option to bring events to the NJIT community.

Athletic practices and competitions are also not without risk for team members. As with the NBA, significant spread among members of an individual team will prematurely end a season. Practice areas should, therefore, be evaluated with measures taken to ensure appropriate social distancing, sanitation, and hygiene, and protocols regarding reporting and responding to COVID-19 cases among team members will be clearly outlined in advance.

Finally, plans for the safe use of WEC facilities will be developed in advance. These plans should include strategies for levels of social distancing and sanitization measures commensurate with the phase of recovery.

Event Services

Any planned events hosted by external (non-NJIT) entities will be postponed or offered an option to transition to a virtual event. Where on-campus meetings are necessary (and assuming they are allowed based on federal and state restrictions), spaces will be reconfigured to ensure social distancing among attendees. Campus visitors will then be directed immediately to their final destination to avoid interacting with students, faculty and staff. If meals will be provided

to participants, options including pre-packaged lunches will be adopted to reduce interactions with Gourmet Dining Services staff and the use of open food containers (e.g., sandwich trays and salads). Event entryways should be equipped with hand sanitizer dispensers, and areas should be thoroughly disinfected upon completion of the event. As with all plans, flexibility will be required to appropriately adjust to the risk.

Administrative Offices

Each administrative unit is preparing and will submit a social distancing plan describing how on-campus activities will resume in their work areas. As with other units, these plans will address the different phases of recovery. Returning employees to the workplace during and after the pandemic will not be as simple as announcing a reopening or return-to-the-workplace date and carrying on business as usual. Not only will many workplaces be altered initially, but some changes may be long term, even beyond the conclusion of the pandemic.

Efforts to maintain social distancing may include having reduced on-campus staffing by continuing telework, creating a rotating work-from-home schedule, moving workstations to increase separation distance, defining visitor contact protocols (i.e. using video or telephone conferencing instead of in-person meetings), or encouraging flextime to decrease the number of people on campus throughout the day. Such efforts have the added benefit of reducing facilities usage and decreasing congestion in public areas, elevators, stairwells, parking areas, and on-campus dining facilities. These measures may also enable savings through office sharing and reduced building maintenance costs.

Administrative units must also prepare business continuity plans in the event of another complete campus shutdown. The University administration will discuss with the bargaining units the need for flexibility in the roles and responsibilities of staff, and staff members who may be at particular risk due to health issues should be encouraged to work remotely when possible.

Finally, business continuity plans should prepare for situations in which staff will be out of work for prolonged periods due to illness or the need to care for family members with an illness.

Resources

The sudden shift to remote learning, teaching, and working involved a number of short-term, stop-gap measures. Moving forward, the resources dedicated to maintaining social distancing and preparing for additional restrictions will intensify. Specifically, many of the measures recommended above require sustained investment in additional resources. The list below is not exhaustive but provides an initial accounting of the types of resources that would be required to ensure the safety of our NJIT community as we return to campus and prepare to welcome students back in fall 2020.

Technologies—Classrooms and instructors would require the appropriate technologies to support converged learning. The campus currently offers a small number of classrooms equipped with converged learning technologies. The IST division and the Office of Digital Learning and Technology Support would be instrumental in identifying the minimum equipment necessary to facilitate converged learning in all classrooms. If, at some point in the semester, the campus must be closed, instructors would also need some level of equipment to create 'converged learning outposts' in their homes.

Facilities—Additional investments in cleaning and disinfecting supplies may include hand sanitizer dispensers at high traffic areas (and staff to ensure they are refilled throughout the day), wipes for high touch surfaces (desks, dining tables), and possibly infrared thermometers to detect individuals who may be ill. Supplies should focus on reducing the possibility of contagion among students, faculty, and staff.

Personal protective equipment (PPE)—Research labs and facilities must ensure that all employees use appropriate PPEs. Because our labs donated their existing PPEs to health care workers in March, we must begin now to replenish our own supplies in anticipation of a full resumption of research. Some supplies may be available through our Makerspace, which is currently producing face shields for health care workers, but due to current shortages, efforts to purchase PPEs should commence immediately to ensure an adequate supply. Other staff (e.g., facilities maintenance and public safety officers) may also require PPEs as a safeguard for their daily activities.

People—Additional human resources may be required, and university administration will work with bargaining units to discuss necessary flexibility in staff roles to address immediate university needs. As an example, additional students may be hired to support instructors teaching more students through a converged modality, and students may be hired to assist with sanitization efforts and 'converged cart' distribution. Teaching Assistants may also be asked to provide these services as part of their job duties.

Finances—The activities outlined above will require financial investments, and all proposed modifications will undergo careful review to estimate the budgetary impacts. Costs must be weighed against the necessity of certain investments to ensure the safety of our university community and the fulfillment of our mission. Where cost-cutting is necessary, the administration will make every effort to ensure such actions minimize harm and mitigate risks.

Appendices

Detailed plans submitted by departments and administrative units are included in this document as appendices.

Plans assume significant social distancing from the beginning of the semester at what is described below as either recovery phase 1 or 2. Unit plans also describe strategies at each phase of recovery with appropriate social distancing ensured. These standards must meet or exceed all state guidelines for the phase of recovery.

Full recovery – fully normal operations with no social distancing expectations

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

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












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

Recovery phase 0 – campus closure, except for essential staff

This phased approach corresponds to *Opening Up America Again* and the State of New Jersey's *The Road Back: Restoring Economic Health Through Public Health*. Pandemic recovery may occur inconsistently; as restrictions are eased, infections may increase, necessitating a return to more stringent measures. The phased approach described above allows us to similarly respond to changing federal or state requirements, or even to on-campus incidents that may require a sudden change in campus social distancing. Communications with the NJIT community are described in the [Communications Plan](#).

An infographic developed to illustrate the alignment between the phases of the NJIT PRP and the stages of the State of New Jersey's *The Road Back: Restoring Economic Health through Public Health* is shown on the following pages.

	phase 0	phase 1	phase 2	phase 3	phase 4
Academics/ Instructional Delivery	Converged learning (fully remote)	Converged learning (fully remote)	Limited in-person learning Critical experiential learning with OSHE waivers	Converged learning fully implemented Social distancing maintained Face coverings required Appropriate PPE in labs and studios	In-person learning Online presence maintained to allow swift return to earlier phases if conditions deteriorate
Campus Safety, Facilities, and Security	Only essential personnel performing essential tasks	Limited on-campus work Preparations for campus reopening begin	25% of staff return to campus Face coverings required HVAC prepped for increased ventilation and filtration	50% of staff return to campus Face coverings required HVAC systems operate with increased ventilation and filtration	All employees return to work with minimal restrictions Health data and governmental guidance monitored
Research Continuity	Research activity suspended Research administration conducted remotely	Minimal research operations (with approvals) for time-sensitive projects	Most research restarted with approval Significant social distancing and restricted lab occupancy Appropriate PPE	Most research restored Minimal social distancing Appropriate PPE	All research operations fully restored Laboratory and personnel safety protocols must be followed
Dean of Students and Campus Life	Only essential personnel performing essential tasks All events held virtually	Only essential staff may rotate for minimal office coverage Events remain virtual	Professional staff on rotation to limit occupancy Virtual meetings offered to students for one-on-one and group meetings	All offices fully open during normal business hours Drop-in visits resume	All offices fully open during normal business hours Student support services will monitor health conditions and governmental guidance
Student Activities	Student organizations meet and hold events virtually All student facilities (e.g.: lounges, game room, and food pantry) are closed	Student organizations meet virtually Facilities remain closed Food pantry pre-packages bags for pick-up	Limited meetings and events occur (maximum 25 attendees) with social distancing Virtual options still provided	Events sponsored by OSL, OFSL, and student organization can be held on campus with appropriate social distancing and safety protocols	Activities and events permitted with no social distancing All facilities open for NJIT community use
Residence Life	Students encouraged to vacate residence halls Exceptions made on case-by-case basis	Residence halls remain closed except for authorized students Social distancing required Guest privileges suspended	Residence Life prepares to welcome students Hall-specific floor bathroom, elevator, kitchen, laundry room, and building policies In-person services by appointment	Residence Halls welcome students Social distancing and face coverings required in public spaces Events resume with groups of 50 or less Space reserved for quarantine	Residence Halls operate with no restrictions Space will remain reserved for quarantine as required by health data and governmental guidance
Dining Services	Dining rooms and all seated restaurants are closed Pre-packaged food, utensils and beverages available for contactless delivery or pick-up	Dining rooms and all seated restaurants are closed Pre-packaged food, utensils and beverages available for contactless delivery or pick-up	Dining rooms and all seated restaurants are closed Pre-packaged food, utensils and beverages available for contactless delivery or pick-up	Dining areas ensure social distancing GDS associates serve all food Takeaway service encouraged Disposable beverage containers, flatware and to go packaging used	Dining rooms open with cleaning every 30 minutes GDS associates serve all food Fountain drinks available Dishware and flatware served by GDS
Athletics	No in-person activities All athletic facilities closed Only essential personnel performing essential tasks Student-athletes remain off campus with virtual team activities	No in-person activities All athletic facilities closed Only essential personnel performing essential tasks with approval Student-athletes remain off campus with virtual team activities	Reinroduce in-person operations at a reduced capacity maximum 25 attendees with strict social distancing Most operations continue virtually Facilities remain closed to the NJIT community	Operations resumewith no staffing restrictions Social distancing encouraged with density minimized Spectator attendance allowed with social distancing and following NCAA, conference guidelines	All operations fully restored with no specific social distancing requirements Facility and personnel safety protocols must be strictly observed Travel monitored for possible hot spots
Event Services	All events, including NJIT sponsored and outside group events, are cancelled or moved to virtual delivery	All events, including NJIT sponsored and outside group events, are cancelled or moved to virtual delivery	Planning for both NJIT sponsored and external events can begin Virtual events are encouraged Events with maximum 25 attendees and social distancing can occur	NJIT sponsored events of any size in venues where social distancing can be maintained External events should be minimized Appropriate protocols and procedures should be followed	NJIT sponsored and external events may resume Appropriate protocols and procedures should be followed
Administrative Offices	Only essential personnel performing essential tasks Remaining workforce works remotely	Staff whose presence is not required on campus should continue to work remotely Social distancing maintained Vulnerable employees whose presence on campus will be required should request reasonable accommodations	Additional staff return to campus in a limited capacity Total staff on campus should increase to 25% of the workforce during this phase	Additional staff return to campus in a limited capacity Total staff on campus should increase to 50% of the workforce during this phase, focusing on those supporting teaching, research, and student services	Staff on campus for full operations, excluding those authorized to work from home.

Resources	 <p>All non-essential expenditures deferred Operations optimized to reduce utility expenditures Non-essential construction suspended</p>	  <p>All non-essential expenditures deferred Operations optimized to reduce utility expenditures Non-essential construction permitted with appropriate social distancing and face coverings</p>	 <p>Procurement of goods and services to support recovery completed Appropriate use of social distancing and face coverings</p>	 <p>Financial and human resources focused on core mission of university Appropriate use of social distancing and face coverings</p>	<p>University resources remain focused on support of the university core mission based on Board of Trustees approved budget Distribution of state and federal funds along with university income will determine available resources</p>
Travel	 <p>All university and grant sponsored travel is suspended Use of mass transit is discouraged Rutgers shuttle functions on a limited schedule Kearny route suspended</p>	 <p>All university and grant sponsored travel is suspended Use of mass transit is discouraged Rutgers shuttle functions on a limited schedule Kearny route suspended</p>	<p>University and grant sponsored travel is permitted with Vice President approval consistent with federal travel restrictions (considering domestic health conditions) Expanded use of mass transit is anticipated</p>	<p>University and grant sponsored travel is permitted with Vice President approval consistent with federal travel restrictions (considering domestic health conditions) Expanded use of Rutgers shuttle and mass transit is anticipated</p>	<p>University and grant sponsored travel is permitted consistent with federal travel restrictions Rutgers shuttle operating on published schedule Use of mass transit is anticipated</p>
Information Services and Technology	 <p>IST support services operate remotely except to support essential projects and initiatives Communications with campus community occur virtually</p>	 <p>IST support services operate primarily remotely except to support projects and initiatives Preparations for transition to in-person learning, research, and work begin</p>	 <p>IST support services provide in-person support for faculty, staff, and students with social distancing and control measures in place</p>	<p>IST support services are staffed appropriate to provide in-person support of research, university operations, and instructional delivery via converged learning</p>	<p>IST support services are fully staffed to provide support of the university mission Services are prepared to support virtual learning should health data and governmental guidance require a transition</p>
State of NJ	 <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 20%; text-align: center;">Maximum Restrictions</div> <div style="width: 20%; text-align: center;">stage 1</div> <div style="width: 20%; text-align: center;">stage 2</div> <div style="width: 20%; text-align: center;">stage 3</div> <div style="width: 20%; text-align: center;">New Normal</div> </div>				

Academics – Detailed Plan

The key to a successful fall 2020 academic semester will be flexibility, and details for the fall 2020 semester continue to emerge. Some students will be anxious to return to campus, while other students (or their parents) may be concerned about returning too soon. To accommodate these varying preferences while also ensuring appropriate social distancing, several measures can be implemented. First, additional online courses can be offered for students not wishing to come to campus. Online courses are also important to attract non-traditional and international students.

Online courses, however, do not provide the face-to-face experiences that are important to building connections between students and the university. This will be accomplished through the implementation of converged learning in many classrooms. For this to happen, classrooms must have access to the required technology so that the experiences of students in the classroom and those joining remotely are the same. Using a converged learning model, students can be split into two or even three groups that alternate in-class attendance so that there are never more than 33% or 50% of enrolled students in a classroom at the same time. Lecture-recitation courses could similarly benefit from the converged learning model, with a larger number of students enrolled in lectures that can be joined synchronously from any location. Recitation sections could then be smaller or follow the multi-group model to ensure that all students receive individualized attention while maintaining social distancing. Lectures could also be shortened to give more time for recitation.

The technology required to fully equip converged classrooms is costly (~\$36,000 per installed classroom), and only classrooms with updated audio-visual equipment can be easily upgraded. One alternative being pursued is to upgrade some classrooms to full-feature converged (supplementing the existing 10+ converged classrooms) by fall 2020. Many, or all, other classrooms will be equipped with converged classroom carts capable of delivering converged classroom functionality. Extended hours for classrooms and the use of converged learning carts will increase the availability of the classrooms equipped for converged learning to assure an appropriate level of social distancing.

Converged classrooms will then be utilized by several courses, where courses alternate meeting remotely and meeting in-class with a reduced physical presence (following the group model described previously). As an example, courses could meet for two weeks remotely. Every third week, groups A or B alternate attending a face-to-face meeting in a converged classroom on campus. The students not on campus would join the class synchronously via converged technology. During the two weeks when the course meets remotely, other courses would rotate use of the converged classroom.

Classrooms equipped with rolling carts will also accommodate converged courses. This solution is much less expensive (\$2,000 - \$3,000 per cart), and approximately 100 carts could be equipped to accommodate all classes by the start of the fall semester. Combined with the permanent converged facilities we will be able to offer all courses in a converged format. (This will require increasing the number of teaching assistants and/or graders to aid instructors in grading and responding to students' questions or providing assistance.)

The converged learning model has compelling benefits: 1) students wishing to have on-campus interactions will still be able to do so; 2) students concerned about coming to campus will be able to join remotely regardless of whether the class meeting is remote or in the converged classroom. This converged model further allows the implementation of contingency plans should any change (increase or decrease) in social distancing be mandated. In the event of a complete campus shutdown, instructors' homes will once again become 'converged learning outposts' from which instruction continues with minimal disruption. Alternatively, if the semester begins with a complete shutdown, classes could move to converged on-campus delivery whenever it is permitted. In general, the more converged courses offered, the less intrusive any changes mid-semester would be.

Such a model works particularly well for undergraduate students and graduate students enrolled in on-campus programs. Online programs are still critical as a preferred option for international students who cannot join class meetings synchronously. (Additional online courses at all levels will also reduce the number of students on-campus throughout the week.) It may also be beneficial to offer additional graduate programs fully online as alternatives for international students who cannot travel to the US.

In cases such as laboratories and studios where the class format is not conducive to a converged learning model, we will reduce congestion and maintain social distancing for fall 2020.

- a. Lecture halls – Will use converged learning to dramatically reduce the physical presence of students (not more than 50% of room capacity often much less) to ensure adequate spacing between students, as needed
- b. Classrooms – Student presence in regular classrooms will be similarly restricted to 50% or less to maintain social distancing and allow for appropriate sanitation.
- c. Laboratories – Laboratory courses will develop plans for social distancing. This will often require reduced numbers for students physically present in the lab, although social distancing could also be achieved by increasing the number of stations for experimentation, and/or staggering bench times. Fulfilling the need for these classes will be achieved by expanding the hours during which laboratories are scheduled.

- d. Studios – Design and delivery of studio courses is being reimagined to reduce the number of students working together in a confined space for extended periods of time while preserving the studio experience particularly for freshmen and sophomores.

These measures require a range of adjustments to be made as soon as possible. Equipment is being ordered, classroom hours are being extended, and classrooms are being reassigned. The full plan to offer a safe, high quality educational experience for all students will be ready by fall with test classrooms run already in the Summer II session, if conditions permit.

The changes outlined here allow for remarkable flexibility. Under current circumstances, or in 'phase one,' all or most instruction would occur online. In phase two, instruction would shift to the face-to-face mode with significant social distancing. In phase three, most instruction would return to a face-to-face mode with accommodation for at-risk members of the community and those feeling unsafe.

Individual College Plans

Each School and College within NJIT is developing its own phased recovery plan to address the particular needs of their students and academic programs. These plans are published on the NJIT digital repository and can be accessed through the links below. These plans are also included in their entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[Albert Dorman Honors College](#)

[College of Science and Liberal Arts](#)

[Hillier College of Architecture and Design](#)

[Martin Tuchman School of Management](#)

[Newark College of Engineering](#)

[Ying Wu College of Computing](#)

Albert Dorman Honors College Pandemic Recovery Plan: Continuity of Academic Operations Through Phased Recovery

NJIT faculty, staff, and students 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 for the respective phase of the according continuity and recovery plans. State and national information regarding current conditions may be found at:

- 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>
- White House Guidelines for Opening up America Again: <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>

The Albert Dorman Honors College (ADHC) administrative, classroom, and study areas are uniquely located within a residence hall (Honors Hall). In addition, a portion of the administrative floor (the second floor) has been designated as quarantine rooms for students who test positive for Covid-19. For this reason, coordination between the ADHC Dean, the Provost's Office, Residence Life, and the Pandemic Recovery Steering Committee is vital. The continuity of academic and administrative operations within the ADHC should proceed according to the following guidelines, comprised of four (4) graduated phases of recovery, and members of the ADHC administrative team and Honors Scholars should follow them closely.

NSO, ADHC First-year Retreat, and NSO 2.0 will be conducted in an entirely remote mode. Planning and appropriate materials are being completed to accomplish these.

Recovery Phase 0: The ADHC administrative team is operating entirely remotely.

- Access to common spaces in the second floor east wing (IDS rooms, library, computer lab, board room, Honors Scholar's Council office, and scholars' lounge) is by key access only (swipe access and keypad access is disabled) and permission to access these spaces or ADHC offices must be obtained either from the Dean, Residence Life, or the Provost.
- No activity that requires face-to-face interactions is permitted.
- To the extent possible, all academic activities, job duties, and other university-related tasks that can be should continue in a remote mode.
- Honors Summer Research Institute will continue, supporting only those research projects that can be conducted entirely in the scholar's remote location.
- Honors Colloquia will continue in a digital format.
- Honors Service Requirement suspended.

Recovery Phase 1: Minimal campus activities, approved through the Dean, and the Provost, limited to time-sensitive projects, especially those that support scholars' academic activities, those related to advising, and ensuring the completion of degree requirements for timely graduation. All other university-related activities that are able to be conducted remotely should be done so to the extent possible.

- Honors Colloquia continue in a digital format.
- Honors Service Requirement resumes, with opportunities to remotely tutor, or to work on other remote projects for the good of the community permitted. The service requirement of 30 hours per term will be maintained; however, scholars may fulfill that 30 hours either through remote "campus" or remote "community" activities.

Recovery Phase 2: With approval from the Dean, most operations may restart with significant social distancing and safety protocols (to be developed). Face-to-face courses will meet at or below 50% of the occupancy limit the assigned classroom, with a converged option where needed or preferred by the scholar. Limitations related to occupancy should be addressed using converged learning consisting of alternations of partial-class face-to-face and remote modes, with restrictions on the number of scholars, faculty, and staff that may be present in the facilities at any one time.

To further ensure the safety of scholars, administration, and staff, while maintaining academic services, the following will be observed:

- Access to the common areas in the second floor east wing remains by key access only.
- IDS classrooms will have seating removed to ensure that the seating maximum is not exceeded.
- ADHC Library, computer lab, and scholars' lounge will remain closed.
- Seating will be removed from the second-floor common reception area, so that no more than five individual seats are maintained at a minimum of six-feet apart.
- Seating will be removed from the ADHC Board Room so that seats are only at the table and no closer than six feet apart.
- Administration will be on flexible work schedules. Team members will come to campus to lead converged first-year seminars in a coordinated manner, such that no more than half the administrative team is physically present at any time.
- **Team members in at-risk-categories or who care for individuals in at-risk categories are encouraged to continue to work in an entirely remote manner. All team members should be aware that the second-floor residence rooms in the west wing (administrative wing) of Honors will be used to quarantine students testing positive for Covid-19.**
- All staff members on campus will follow the PPE guidelines of the University.
- Strong advising is essential, but all activities, including advising, that can be conducted remotely or in addition to the on-campus operations should continue in remote mode if practical, even if the team member is in their office.

- Where most appropriate, face-to-face advising may take place by appointment only. Appointment calendars will be made available electronically to facilitate this.
- Honors Colloquia and Honors Service continue in the remote and digital formats only.

Recovery Phase 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 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.
- Swipe access to the second floor east wing will be restored. The IDS classrooms will remain open only by key access and will not be available for group study. The library and computer lab will be available but seating will be removed and carrels restricted to maintain a six-foot separation. The scholars' lounge area will remain closed as will the Honors Scholar's Council office.
- Other 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.
- Honors Colloquia will be offered in converged or digital formats.
- Honors Service should continue in a remote format.

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

College of Science & Liberal Arts Pandemic Recovery Plan: Continuity of Academic Operations Through Phased Recovery

NJIT faculty, staff, and students 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 for the respective phase of the according continuity and recovery plans. State and national information regarding current conditions may be found at:

- 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>
- White House Guidelines for Opening up America Again: <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>

The continuity of academic and administrative operations within the College of Science & Liberal Arts (CSLA) should proceed according to the following guidelines, comprised of four (4) graduated phases of recovery.

Recovery Phase 0: All non-essential operations halted. Essential operations follow strictest social distancing and safety protocols with only essential staff.

- Safety must be rigorously maintained with adequate access to PPE and other safety related supplies. Classrooms, workshops, labs, and rehearsal spaces 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, 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.
- Any activity that requires face-to-face interactions is halted.
- To the extent possible, all academic activities, job duties, and other university-related tasks that are able to be performed remotely should be done so.

Recovery Phase 1: Minimal campus activities, approved through department chairs, the Dean, and the Provost, limited to time-sensitive projects, which includes student academic activities related to the completion of degree requirements for timely graduation.

- Research and special classes, such as laboratories and studios, operate on an as-needed basis with 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 extent possible.

Recovery Phase 2: With approval from department chairs and the Dean, most operations may restart with significant social distancing and safety protocols (to be developed). Face-to-face courses may meet at or below 50% of the occupancy limit the assigned classroom. 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 wellbeing, 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 conducted completely remotely or in addition to the on-campus operations should continue to be done so accordingly.

Recovery Phase 3: Most operations are restored. Courses meet via face-to-face or converged modalities, with minimal 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 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.

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

This document refers to operations conducted on NJIT's Newark campus, including the physical campus as well as those activities involving direct contact with individuals. Activities at partnering locations, such as Rutgers University – Newark, must follow a similar phased continuity of operations approach, as informed by local conditions.

NJIT Hillier College of Architecture and Design Pandemic Recovery Plan

Phased Recovery Operations

The College's leadership team has developed the following Pandemic Recovery Plan (PRP) scenarios for the fall term and beyond as we continue to make preparations to ensure that we continue to offer a high-quality educational experience for our students, whether in a fully physical or virtual environment or using a converged learning model. As President Bloom wrote:

“Our planning for return to in-person or hybrid operations will be consistent with state and federal guidelines and will be shaped by two key priorities: the health and safety of NJIT community members and the delivery of a high-quality academic experience.”

In short, we will follow the plans issued by the University leadership and the health and safety mandates issued by state and federal authorities, implementing Recovery Phases 0 through 3 until we reach full recovery from the worst effects of the COVID-19 global pandemic.

Safe Instructional Delivery

As we continue to meet our primary mandate to provide an excellent design education to all students in the Hillier College, the safety and health of our community comes first. It is expected that enhanced cleaning protocols will require increasing frequency and quality of cleaning and that we will integrate antimicrobial technologies in all spaces in our buildings throughout all Recovery Plan Phases.

Even with these protocols in place, it is unlikely that all faculty, staff, and students will return to campus all at once until we reach full recovery. For example, some faculty and staff members, because of age, compromised immunity, or other health risks, may find it too risky to be physically present in the building. Some faculty, staff, and students will work on campus and some will work from home until there is a proven vaccine or treatment protocol.

Each Phase of the Pandemic Recovery Plan outlined below provides a path that supports a safe and effective academic experience for each member of the community irrespective of individual circumstances.

Recovery Phase 0 Elements

All instruction is delivered in a virtualized environment dictated by state mandated physical campus closure as experienced during the second half of the spring 2020 semester. If we have to work this fall under similar state mandates, we have proven that the virtual component of Hillier's synchronous converged learning model works very well by leveraging distributed student-owned high-power workstations. Whether on campus or off, our design students are apex power users dependent on high CPU and GPU throughput to execute their design work. This is a hallmark of their

experience which requires students to immerse themselves in rich virtual design environments even when physically seated in a physical studio space. The current familiar, dependable, and effective workstation model has produced generally positive results from the student perspective throughout the spring 2020 campus closure. The implementation of Recovery Phase 0 operations will require ALL freshmen including A+D students, who typically work in computer labs for their first year, to purchase a college specified workstation prior to the start of the fall 2020 semester while sheltering in place at home.

Having worked for the last two months of the spring 2020 semester in such conditions, we have proven that we can, paraphrasing the 2013 NJIT Convergence Report, “achieve functional convergence of the physical and virtual campus, with no functional distinction between face-to-face and online courses.” As we recover during the coming months, “every student will have the opportunity to transparently engage in a course either remotely or in a classroom environment as these modalities operate synergistically in an anywhere classroom, with both modalities occurring in the same course section. Because of individual circumstances, one mode may have advantages for a given student at a given time, but the tools and venues open to all students are expected to provide equivalent outcomes. Academic standards will be consistent because course content and learning outcomes will stand independent of delivery mode.”

Even as we continue to transition through the various PRP Phases, we do not expect to return to the *status quo ante*. As we move in and out of Recovery Phase 0 into Phases 1 through 3 and then onto a full recovery, we will need adequate technology and service infrastructure to support a robust converged teaching and learning environment to provide maximum flexibility and convenience while accommodating a growing variety of design student preferences and needs.

Key added technological components include: 42 loaner laptops with basic design software for students with demonstrated need who don't have a device at home, 42 tablet computers with basic software to allow teaching staff to teach design studios in a converged teaching/learning mode through extensive sketching using an interactive graphic interface, 16 mobile converged learning/teaching units to connect studio spaces to remote learners, 250 Pluralsight user licenses providing remote access to high-quality design software training modules assigned in Canvas, 50 teleconferencing cameras and 4 Ipevo Document Cameras to share digital and analog teaching materials in a converged learning environment.

Recovery Phase 1, 2, and 3 Common Elements

The Hillier College has embraced the full array of instructional delivery options with varying degrees of virtual (remote) and physical (face-to-face) components in an evolving converged learning model applied to a studio-based design education. Progressing from Recovery Phases 1 to 3 will allow an increasing number of students, faculty and staff to be present on campus and fewer remaining at home. The use of converged learning modes can vary from program to program, from year to year

(i.e. freshman vs. sophomores, juniors and seniors), and even from course to course, and we need to be able to smoothly transition between them, as circumstances dictate.

Based on the latest information regarding COVID-19 and the expected need for social distancing to continue in the fall, it is probable that even with a lifting of state restrictions on campus closures, we will start this fall in Recovery Phase 1 recovery mode and then switch to a higher phase if the situation changes for the better or go back to Recovery Phase 0 if it worsens, i.e. if there is a second wave of infections requiring a full campus closure. As of now, without a fully available and proven COVID-19 vaccine and/or treatment, it seems unlikely that we will be able to return to a "full normal" this fall. In all scenarios, we are planning for a highly adaptable mode of operation.

Throughout all recovery phases, classes will be delivered synchronously. As is already the case in converged learning models, certain components can be delivered asynchronously; for example, lectures in large classes can be prerecorded and viewed by students when convenient. During Recovery Phases 1 and 2 we expect that we will need to continue to practice strict social distancing measures and require the use of masks and other PPE for anyone entering the building. To make social distancing possible in our offices, classrooms and studios, we will need to “de-densify” the spaces in the building. We may implement “rolling occupancy” in HCAD to enable safe distancing, limit the number of people using each space, rethink underutilized space (Weston Gallery) to create supplemental learning and working environments, and provide hybrid setups for digital and physical use in studios, classrooms and offices.

Recovery Phase 1 Elements

During a fall Recovery Phase 1 roll out, we plan to have the freshmen and a few other small A+D sophomore and “maker” classes be physically present on campus to help them develop a sense of connection to our campus community and a degree of familiarity with our facilities and our ways of functioning as an educational institution. In an attempt to “de-densify” the building, we expect that other groups will be present on campus in limited fashion.

Ensuring proper social distancing in classrooms will significantly reduce the number of people who could be in them. For example, Weston One, which has a seating capacity of 160 people, will resemble a “small” seminar room with only 13 students present if every 4th seat in a row and every third row is occupied and only 26 students present if every 3rd seat and every second row is occupied. We will have serious physical limitations to conduct in-person classes in Weston Hall with proper social distancing measures in place. The limited availability of large spaces may require the scheduling of some class meetings on Saturdays or even Sundays.

Studios and Labs

A freshmen class of approximately 90 architecture students requires 6 studios at normal density of 15 students in each. If we reduce density to between 30% and 50%, we would use 18 studios or

approximately 45% of our total capacity. Art and Design freshmen use 3 computer labs that are considerably more tightly packed than a typical design studio. The 60 workstations in these labs will have to be distributed over 10 studios. The remaining 12 studio spaces can accommodate three to six upper studios that depend on making physical prototypes (as in industrial design).

To maintain a greater sense of community in each studio and in each cohort, we should conduct some of the group crits and reviews in-person in Weston Hall with proper social distancing and only if the rate of infection is low. These studio meetings would have to be delivered in a hybrid mode, with some students (and even studio critics) participating remotely. Fabrication shops will provide limited and essential coverage to support specific on-campus classes and faculty research agendas.

Recovery Phase 2 Elements

During Recovery Phase 2, we will look much like Phase 1 but will implement rolling course instruction (in all studio sections) and alternating more in-person instruction with remote learning on a regular weekly or bi-weekly schedule. Recovery Phase 2 will still require most students to work at home since in a de-densified Weston hall, studio capacity will be reduced to approximately 30% of normal occupancy.

All Phase 1 PPE-use protocols remain in effect. Fabrication shops and maker-spaces will be open to more students throughout the week by appointment but must adhere to strict social distancing practices to protect students, faculty and staff.

Recovery Phase 3 Elements

In Recovery Phase 3, we re-densify studios and classes with PPE to be worn when in the building. Normal scheduling for all classes, studios and shops will resume. Students and faculty who wish to continue to deliver some or all course components using a converged model for safety or pedagogical reasons are encouraged to do so.

Full recovery

As the Hiller College returns to normal operation without further need for any special PPE or spatial reconfigurations of our physical facilities, we are planning to fully leverage the experience with intensive converged learning practices to expand how we deliver high-quality education to benefit an increasingly diverse student body. All sunk costs incurred to respond to this emergent situation will continue to provide a benefit. Resources and new practices will be redirected to build a College of Architecture and Design that is better positioned for a multitude of 21st century challenges, echoing President Bloom's report: "We are assessing what we have learned from our initial response to COVID-19 and will seek to apply the lessons we have learned in ways that make us a better university in the future."

Martin Tuchman School of Management Recovery Plan

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.

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 safeguards 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.

Ying Wu College of Computing Pandemic Recovery Plan: Continuity of Academic Operations Through Phased Recovery

NJIT faculty, staff, and students must follow the specific social distancing and safety protocols, including the use of personnel protective equipment (PPE), as required by institutional, state and federal guidelines for the respective phase of the according continuity and recovery plans. State and national information regarding current conditions may be found at:

- 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>
- White House Guidelines for Opening up America Again: <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>

The continuity of academic and administrative operations within the **Ying Wu College of Computing (YWCC)** inclusive of its satellite location in Jersey City (**NJIT@JerseyCity**) should proceed according to the following guidelines, comprised of four (4) graduated phases of recovery.

Recovery Phase 0: All non-essential operations halted. Essential operations follow strictest social distancing and safety protocols with only essential staff.

- Safety must be rigorously maintained with adequate access to PPE and other safety related supplies. Classrooms and labs will not be authorized for access unless sufficient justification for access is provided. Department Chairs, Program Directors, or the Dean must identify and document, by name, 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.
- Any activity that requires face-to-face interactions is halted.
- To the extent possible, all academic activities, job duties, and other university-related tasks that are able to be performed remotely should be done so.

Recovery Phase 1: Minimal campus activities, approved through Department Chairs, the Dean, and the Provost, limited to time-sensitive projects, which includes student academic activities related to the completion of degree requirements for timely graduation.

- Research and special classes operate on an as-needed basis with 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 extent possible.

Recovery Phase 2: With approval from Department Chairs and the Dean, most operations may restart with significant social distancing and safety protocols (to be developed). Face-to-face courses may meet at or below 50% of the occupancy limit in the assigned classroom. 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 wellbeing, 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 conducted completely remotely or in addition to the on-campus operations should continue to be done so accordingly.

Recovery Phase 3: Most operations are restored. Courses meet via face-to-face or converged modalities, with minimal 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 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.

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

This document refers to operations conducted on NJIT's Newark campus as well as at its satellite location **NJIT@JerseyCity** located at 101 Hudson Street in Jersey City as well as those activities involving direct contact with individuals. Activities at partnering locations, such as Rutgers University – Newark, must follow a similar phased continuity of operations approach, as informed by local conditions.

Academic Affairs

Each department in the area of Academic Affairs is developing its own phased recovery plan to address the particular needs of their programs. These plans are published on the NJIT digital repository and can be accessed through the links below. These plans are also included in their entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[Chemistry Learning Center](#)

[Graduate Studies Office \(GSO\)](#)

[Math Success Center](#)

[Murray Center for Women in Technology](#)

[Office of Career Development Services](#)

[Office of Global Initiatives](#)

[Office of the Registrar](#)

[Office of Student Persistence](#)

[Physics Tutoring Center](#)

[Student Financial Aid Services](#)

[Theatre Program](#)

[University Admissions](#)

[University Libraries](#)

[Vice Provost for Undergraduate Studies](#)

[Writing Center](#)

[Instructional Laboratory PPE Guidelines for Students](#)

Chemistry Learning Center Continuity Plan

NJIT faculty, staff, and students at the Chemistry Success Center must follow specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity 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>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health:" <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>
- 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 the Chemistry Learning Center's operations.

Recovery Phase 1: All face-to-face operations at the Chemistry Learning Center are halted and moved to a virtual environment.

- All tutoring services are to be offered via Webex sessions, exclusively as general drop in sessions and class specific sessions. This will be a continuation of the Spring COVID-19 pandemic response.
- No students will be able to enter or use any Chemistry Learning Center facilities.

Recovery Phase 2: All face-to-face operations at the Chemistry Learning Center remain halted and remain being conducted online.

- The Chemistry Learning facilities remain closed to the general student population.
- An approved list of tutors may be provided with tablets to help with their Webex tutoring sessions or online review sessions.
- Students interested in tutoring submit a request and will be added to a list of participants in a Chemistry tutoring center Canvas page.
- Students will use their personal room to help students with Chemistry homework and RECORD every session.
- The tutors will upload their recorded sessions to the Canvas tutoring page, as long as the tutor and the student being helped are agreeable. This will help other students with similar questions.
- In this phase, student tutors should continue performing all virtual sessions from their home or dorm-room if they prefer.

Recovery Phase 3: Chemistry Learning Center operations resume at 50% capacity to ensure social distancing continues.

- Regular drop in tutoring resumes, but with less occupants allowed either by enforcement or temporarily removing seating capacity. The 2 to 3 tutors on shift would be advised to ensure social distancing among each other.

- Hand sanitizer dispensers or disinfectant wipes should be made available for students and tutors in order to disinfect common erasers, markers, and computers before and after use. Personal markers will be made available to tutors as well.
- Online tutoring will remain in order to provide service to vulnerable population groups. Tutors who request only online shifts will be accommodated and will be provided tablets.
- While tutoring, student tutors should try to maintain social distancing with their clients to the extent that is possible.
- All other state or university safety protocols must be strictly followed. The department chair and college dean should advise on any PPE deemed necessary or advised to be used during Phase 2.

Full Recovery: All Chemistry Learning Center operations are restored fully with no specific social distancing requirements. However, all facility and personnel safety protocols must be strictly observed.

Graduate Studies Office (GSO) Continuity and Recovery Plan

Introduction

GSO transitioned with minimal effort in March 2020 to the work-from-home mode due to efficient and reliable online processes that were developed in recent years for the vast majority of GSO's tasks. More specifically:

- GSO made available more than a year ago online processes for the submission of forms and documents to GSO by students and faculty. In April 2020 these processes were enhanced further for consistency, simplicity in obtaining digital signatures, and accurate tracking.
- The submission of PhD dissertation documents online to ProQuest that started about two years ago has made the submission of such documents a flawless and highly efficient procedure.
- Master's thesis final document submissions required until March 12, 2020 that the students pay a thesis binding fee. Some students had to visit the Bursar's office to pay this fee. To eliminate the fee, CGE (Committee on Graduate Education) waived the requirement for master's students to order bound copies of their thesis for the academic department and advisor. GSO now forwards the PDF version of their thesis to the Robert W. Van Houten library.
- Since the online GANS process was created a few years ago for the financial support nomination of graduate students, nominations and their approvals (by the chair, college, Budget, SRO, GSO) are completed online. For rare exceptions that cannot be handled by GANS, GSO produced in April an electronic version of the paper form that can be routed accurately for the collection of digital signatures.
- Upon approving financial support nominations for new international PhD students, the award letters are produced automatically to be forwarded to Admissions. Domestic students receive award letters directly from GSO. For all awards, a link is created dynamically in Highlander Pipeline for the students to visit and accept the offer. Therefore, all steps that involve GSO for student support are fully implemented online.
- All MS Thesis reviews with GSO staff are completed by a combination of email and WebEx.
- A contract signed with a vendor in March 2020 provides online professional development training to all PhD and MS students. It supplements substantially GSO's on-campus PhD professional development events that were first scheduled in September 2019. This contract was signed at the right time since all graduate students can now access these resources remotely.

Recovery Plan Details

Recovery Phase 0

As per the Introduction, all important GSO processes are readily available online and the vast majority of them have been tested for a rather long time. Also phone calls to GSO offices are forwarded to the computers of GSO staff. Therefore, continuity of operations in the work-from-home mode for GSO staff is guaranteed.

Recovery Phase 1

All GSO staff members will work remotely from home. All graduate courses will be offered online in the Summer and Fall of 2020 so master's students are not expected to be present on campus before January 2021. Only PhD students requiring laboratory access for their dissertation research and a handful of master's students may be visiting the campus. If any graduate student needs to meet with GSO staff, WebEx meetings will suffice.

Recovery Phase 2

A rotating work-from-home schedule will be realized. Just one GSO staff member from each pair shown below will be present in the office on any given work day while the other member will work from home:

1. Administrative Assistant III; Office Manager.
2. The two Coordinators of Graduate Awards.
3. Vice Provost for Graduate Studies; Associate Director for Graduate Studies.

The seventh staff member, the Assistant Director of Graduate Digital Learning, will be in the NJIT office twice per week and will work from home the rest of the week. The pairings shown above can also account for situations where a staff member raises vulnerability issues or the need to be out of work for a prolonged period of time. The only exceptions may relate to some job duties of the Vice Provost for Graduate Studies and the Assistant Director of Graduate Digital Learning but relevant issues will be resolved with the help of the Office of the Provost and Academic Information Systems, respectively.

Student assistants will not be hired during this recovery phase.

Recovery Phase 3

All GSO staff members will be on-campus during regular work hours since social distancing can easily be maintained in the GSO suite. A master's student may be hired as an office assistant but there will be four vacant office cubicles surrounding this student. PhD Professional Development events will be held in large rooms; RSVP will be required to account for reduced room occupancy

Business Continuity Plan in the Event of another Complete Shutdown

The Introduction above shows that GSO has created efficient online processes for all important tasks. Therefore, all GSO operations can transition smoothly to the work-from-home mode in the event of another complete shutdown.

Math Success Center Continuity Plan

NJIT faculty, staff, and students at the Math Success Center must follow specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity 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>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health:" <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>
- 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 the Math Success Center's operations.

Recovery Phase 0: All face-to-face operations at the Math Success Center are halted and moved to a virtual environment.

- All tutoring services are to be offered via Webex sessions, including general drop in sessions, class specific sessions, and one-on-one appointments (schedule available at: njitMTC.com).
- No students will be able to enter or use any Math Success Center facilities.

Recovery Phase 1: All face-to-face operations at the Math Success Center remain halted and remain being conducted online.

- The Math Success Center facilities remain closed to the general student population.
- An approved list of tutors may use the Math Success Center whiteboards to help with their Webex tutoring sessions or online review sessions. In this case, student tutors should work from separate tables, maintain strict social distancing, and use personal markers and erasers. Such usage of the facilities will not be mandatory and student tutors can continue performing all virtual sessions from their home or dorm-room if they prefer.

Recovery Phase 2: Minimal face-to-face tutoring can resume featuring significant social distancing, while the majority remains online.

- The Math Success Center facilities remain closed to the general student population, but are opened to one-on-one sessions made via advanced appointment (at our one-on-one appointment booking site: njit.simplybook.me).
- No more than two appointments will occur at a time, and will be conducted at opposite ends of the room, in which the tutor and student would remain social distancing by alternating time spent writing at the whiteboard and using their personal markers only.
- All other tutoring, including for groups and general drop-in tutoring, would remain online in a virtual environment.

Recovery Phase 3: Math Success Center operations resume at 50% capacity to ensure social distancing continues.

- Regular drop in tutoring resumes, but with less occupants allowed either by enforcement or temporarily removing seating capacity. The 2 to 3 tutors on shift would be advised to ensure social distancing among each other.
- Hand sanitizer dispensers or disinfectant wipes should be made available for students and tutors in order to disinfect common erasers, markers, and computers before and after use. Personal markers will be made available to tutors as well.
- Online tutoring will remain in order to provide service to vulnerable population groups. Tutors who request only online shifts will be accommodated.
- While tutoring, student tutors should try to maintain social distancing to the extent that is possible.
- All other state or university safety protocols must be strictly followed. The department chair and college dean should advise on any PPE deemed necessary or advised to be used during Phase 3.

Full Recovery: All Math Success Center operations are restored fully with no specific social distancing requirements. However, all facility and personnel safety protocols must be strictly observed.

Murray Center for Women in Technology: Phased Recovery Plan

June 2020

Established in 1995, the Murray Center is a university-wide network that connects women students and faculty to each other and to the resources they need to succeed.

CHALLENGES AS OPPORTUNITIES

The Murray Center’s central mission—to connect NJIT women to each other—is inherently challenging during a time in which human connection itself is a potential source of illness and death. That challenge also gives us new opportunities, however—a chance to rethink and refresh the practices that we have traditionally used to engage women students, faculty, and staff. The document below outlines how the Murray Center (MC) proposes to align its procedures and activities with the university’s *Pandemic Recovery Plan* as it develops in the ensuing months. The MC plan is the product of ongoing discussions involving the Center’s professional staff (Director, Programs Manager and Coordinator), its cadre of invaluable work/study students, and its Advisory Board members, many of whom are distinguished NJIT alumnae.

The MC is not directly represented on any of the Pandemic Recovery Steering Subcommittees; thus we believe it is important for us to prepare and disseminate a formal recovery plan, even though the MC has not yet been officially charged with doing so. The MC plays a central role in actualizing the university’s commitment to diversity. In order to do that effectively in this difficult time, we need to coordinate and collaborate with many different university units so that we can communicate the distinctive needs of the populations we serve—and communicate, as well, their many creative ideas for “making lemonade.”

SECURITY AND SAFTY—OVERVIEW

The Murray Center staff and all faculty, staff, and students who visit the MC facility and/or participate in MC-sponsored face-to-face activities will be required to follow the specific social distancing and safety protocols—including the use of personal protective equipment (PPE)—as required by the institutional, state, and federal guidelines in each phase of the recovery plan (below). Current New Jersey and national guidelines can be found at:

- NJIT Pandemic Recovery Plan (infographic, 3 June 2020: see Appendix A)
- [New Jersey’s COVID-19 Information Hub](#)
- [New Jersey’s “The Road Back: Restoring Economic Health Through Public Health”](#)
- [White House Plan for Opening up America Again](#)

COMMUNICATION AND ENGAGEMENT

Over the last 25 years, the MC has hosted a wide variety of events designed to connect NJIT women to each other and to the resources they need to succeed in their studies/ careers—everything from full-scale conferences and research symposia to “craft and crunch” luncheons

and focus groups. Although the Center has also used print and electronic forms of communication—a webpage, newsletters, flyers and brochures, Highlander Hub posts, etc.—our primary modus operandi has been face-to-face activities in intimate spaces, often involving the sharing of food as an incentive and social lubricant. Until the pandemic recedes and the university returns to near-normal/Phase Four operations, however, such face-to-face events pose a significant risk to the participants. Thus the MC has had to fundamentally reimagine how to engage women students and faculty/staff effectively and safely.

The sections below describe how the MC proposes to operate in each phase of the university’s *Pandemic Recovery Plan*. The MC does not exist in isolation from other university units, however. Indeed, partnership and collaboration have always been central to the Center’s approach. Thus many of the MC’s proposed activities and procedures require buy-in from other stakeholders and/or integration into the recovery plans being developed by various Steering Subcommittees. This is particularly true of “converged events”—an innovation that would require some reconfiguration and managed sharing of public spaces in the Campus Center and elsewhere. (See page 5.)

Recovery Phase	0	1	2	3	Full Recovery
Community Services	Murray Center Facility Closed All MC Activities Online	Murray Center Facility Closed All MC Activities Online	Murray Center Facility open only to staff Social distancing & sanitation enforced All MC Activities Online	Murray Center Facility open to NJIT community on limited basis Social distancing & sanitation enforced Some “Converged Events” No large events	Murray Center resumes normal operations
Staffing	All professional staff work remotely Limited Work-study staff, also working remotely	All professional staff work remotely Limited Work-study staff, also working remotely	MC Coordinator in the Center Other staff work remotely Skeleton Work-study Staff in the Center	MC Coordinator in the Center Other staff work remotely Most Work-study Staff in the Center	Normal professional & Work-study staffing

COMMUNICATION AND ENGAGEMENT--with Prospective Women Students:

In recent years, much of the MC’s recruitment effort has been online; so the pandemic has caused relatively little disruption. The Center continues to work with Steve Eck, Executive Director of University Admissions, and has recently sent an email welcome communication to all women accepts who have deposited—the first in series of outreach efforts that will take

place over the summer. [See also “COMMUNICATION AND ENGAGEMENT--with New Women Students,” below.]

The MC assists University Admissions by holding brunch information sessions for prospective women students and their parents during open houses and experience days. The Center also traditionally invites prospective women students to on-campus events and had considered restarting its successful “Student for a Day Overnight Program.” However, we anticipate that none of these face-to-face activities will be safe to resume until the university fully reopens in Phase Four. In the interim (Phases Two and Three) the Center will reach out to prospective women students via targeted emails, newsletters, and invitations to engage in various games and chats with MC student “Ambassadors” in the Center’s online venues, including Instagram and our new Discord channels. The MC is also ready to assist in other targeted recruitment activities developed by University Admissions.

COMMUNICATION AND ENGAGEMENT--with New Women Students:

Summer NSO (Phase Two): The MC traditionally participates in the summer New Student Orientation (NSO) effort by hosting a series of “bubble tea” sessions with small groups of first year women students. The sessions are designed not only to introduce the newbies to the MC and its resources but also to connect them with the MC student staff “Ambassadors” who endeavor to make the new women comfortable enough to ask the questions and express the concerns that they otherwise tend to keep to themselves.

For reasons of safety, the NJIT’s summer 2020 NSO is being conducted entirely online; and so the MC has had to cancel all its Bubble Tea sessions. Instead, we have used the occasion to create a virtual approach to orientation that will continue to have value long after the university fully reopens in Phase Four. Working with Associate Director of New Student Orientation, Kristen DeGraff, the MC staff has developed a targeted module for the Advantage Design Group platform that NJIT NSO has licensed.

The MC module contains sections that identify the Center and its mission (*Who We Are/ What We Do*); describe the MC campus facility; and explain the many resources that the MC now offers online, e.g.

- Follow us on [Instagram](#) for the latest news and contests. (Yes, there are prizes!)
- Chat with the Ambassadors and play games on our Discord site.
- Get answers to your questions and inside tips from students in your major on teachers, classes, exams and much more.
- Amp up your motivation by joining a Study with the Staffers group session in our Zoom Room.
- Get the help you need when you need it—and friendly community support that is always there for you.

A number of these new online resources were developed by the MC’s student staff during the first weeks of the pandemic, including the Study with the Staffers Zoom Room and the Discord site. Over the summer (Phase Two), the professional and student staff will enhance these

resources further, making them much more interactive—e.g., adding an “Ask Anything” channel for new women students to the MC Discord and “gamifying” the process of exploring the NJIT physical and virtual campus sites.

In addition to describing the MC’s on campus and online resources, the Center’s orientation module includes:

- links to key student clubs (Engineers Without Borders, NJIT GREEN, the Society of Women Engineers, and the Women in Computing Society, etc.);
- a FAQ section (created by a MC student staffer) that “answers [new students’] nuts and bolts questions on how to navigate the NJIT system”;
- an “NJIT Confidential” section that provides “advice, encouragement and invaluable tips from NJIT insiders -- students, faculty and staff -- to put [new students] on the right track starting on Day One”;
- a photo gallery of recent MC events;
- MC contact information.

Fall Welcome (Phase Three): The MC traditionally hosts coffee/cake hours for new women students during the August move-in and then welcomes both new and returning women students in early September with an elaborate “Craft and Crunch” luncheon that features a DIY taco bar; table crafts and games; and roving representatives from student clubs. However, the event—which often draws several hundred women students—is much too risky during a pandemic.

Instead, over the summer the MC staff will develop a set of virtual and hybrid events/activities designed to generate synergies and build a sense of community among women students, both first-year and returning. For example,

- Treasure hunts and ongoing “locally-played real world games” that pair upper-class women taking classes online with first-year women students doing converged learning;
- Register to vote/ vote by mail drives and voter education campaigns that take place both online and in large open spaces on campus (the green, the athletic field);
- Themed movie series (using Netflix Party) with “Mystery-Science-Theatre-style” synchronous online chat commentary and f-2-f discussion in the “converged-event lounge” proposed below.
- Two variants of the Instagram “Pass the Brush” challenge: one in which faculty introduce themselves (as real people!) to the new student cadre—and other in which student clubs link up in pitching themselves to newbies.

In these efforts, the MC will leverage the many collaborative partnerships it has built over the years with both student organizations (e.g. *The Vector*, NJIT Green, SWE, WiCs etc.) and with supportive faculty.

MURRAY CENTER “CONVERGED EVENTS”

The “converged learning” approach that NJIT will use for 100 and 200-level courses this fall allows students to interact synchronously with their instructor and with each other in much larger numbers than would be safe in a face-to-face mode when social distancing is required to prevent infection. Synchronous/real time interaction helps to create group synergy and forge interpersonal connections more naturally/ efficiently than asynchronous virtual interactions.

Using the same logic, the MC proposes to address the challenges posed by the pandemic by designing a series of “converged events” in which some of the participants are present on campus and others are attending remotely. The movie series mentioned above would work well in this mode; but it could also be adapted to facilitate group mentoring sessions for women faculty and/or women staff.

The principal requirement for such converged events is a space that will allow individual participants to sit sufficiently far away from each other to prevent infection but close enough to talk to each other, as well as to the virtual participants via a video/audio link (WebEx). Several MC Advisory Board members--NJIT alumnae with degrees in architecture/design—have helped to identify spaces that might work and to suggest how they might be reconfigured.

- **The Second Floor Campus Center Lounge Area:** A number of years ago, student teams from the NJIT School of Architecture created proposals for transforming the large second floor lounge outside the MC and DOS Office into a high-tech, multi-purpose space. These proposals were not adopted, and the lounge area was subsequently furnished with pub-style four-person booths and a set of high-top tables and stools. None of this furniture is appropriate when social distancing is required, however. In its place, the MC/ MC Advisory Board suggests that the space be furnished with single person swivel chairs/desks, spaced at least six feet apart and either heavily weighted or bolted to the floor. The safe social distancing space could be further demarked by circles of light from droplights. The chairs could be equipped with built-in screens, it was suggested; however, this is probably unnecessary since most students and faculty have their own screens (phones, laptops, tablets). Films could be projected from—or even on--the front of the MC. The MC doorway could function as a podium space, etc. With the lounge set up in this manner, events could be hosted in which multimedia content was delivered in real time to both f-2-f and virtual participants. The f-2-f participants could interact with each other by voice and text—and, simultaneously, interact by voice and text with the virtual participants (via WebEx).

THE MURRAY CENTER’S *WOMEN DESIGNING THE FUTURE CONFERENCE*:

On 27 March 2020, the MC had planned to host its annual, one-day *Women Designing the Future Conference*—this year on the theme “Imagining Change! New Strategies for Inspiring Community Action on Climate Change and Environmental Disruption.” However, the pandemic and the effective closure of the university forced us to postpone the event. The MC proposed a reschedule date of 30 October to our list of speakers, and all of them – including Jane Alexander, Cynthia Pruet, and, tentatively, New Jersey first lady Tammy Murphy—said that

they would participate. However, barring some dramatic good news, we now think that it is unlikely that the dangers posed by the pandemic will be sufficiently resolved by the end of October to permit us to hold a large live event safely.

We briefly considered holding a full-scale conference on October 30 but doing it entirely online. However, we became concerned about the rapid burn out in attention span that occurs during long online programs and inadequate equipment and/or expertise among our speakers.

Instead, the MC is planning to host a series of short (45-90 minute) online events in the fall (“Know Lunches”) related to the theme of our postponed March 2020 Conference. This virtual series will be structured to build an audience for a somewhat longer conference-style event in the spring of 2021 that will combine face-to-face interaction with online access.

- The fall series and the online element of the spring event will be hosted on WebEx (for which NJIT has a site license) using the “WebEx Training” capacity to create break-out rooms. (We believe that the Talking Heads component of online events needs to be paired with small group interaction.)
- In addition to WebEx, we will use the [WHOVA](#) conference management system (for which the MC has a subscription) in order to facilitate registration/ content dissemination and maximize networking opportunities.
- Both the fall online series and the spring mini-conference will be recorded, except for the breakout sessions; and the event videos will be uploaded to YouTube where we will continue to build the MC “brand”—and build interest in collaborative environmental action.

SECURITY AND SAFTY--The Murray Center Facility

The Murray Center facility, located on the second floor of the Campus Center, consists of three spaces: the Main Suite (rooms 265, 264 & 263); a Small Conference Room (261) connected to the Main Suite; and a Large Conference Room (290), located on the opposite side of the second floor Campus Center Lounge. Achieving safe social distancing in these spaces is problematic given their dimensions and configuration. (See Appendix B for schematics.)

In planning for safe social distancing, we have used the approach recommended by [FEMA](#) for applying CDC Covid-19 guidelines: allotting a circle with a six-foot radius to each occupant. This calculation—which requires 113 square feet per person—is “conservative” but realistic, in that it allows for the fact people move around in spaces and do not always stand at the exact center of their protective Magic Circles. (Allotting each person a circle with a radius of 3 feet technically provides the required six-foot separation—Person A’s 3 feet + Person B’s 3 feet—but safe distancing is easily compromised in real life situations in which people move unpredictably in relationship to each other.)

Applying this 113 square-foot safe social distancing formula to the Murray Center spaces yields the following maximum occupancy levels during recovery Phases Two and Three:

- **Room 264:** This office, located at the back of the Main Suite, is currently configured to house two staff members, the MC Programs Manager and the MC Coordinator; however, the room's dimensions—152 square feet—means that only one staff member can safely occupy it as long as the pandemic persists and social distancing is required to protect employees from infection.
- **Room 263:** This 139 square foot office, also located at the back of the Main Suite, is currently configured to house one staff member and could continue to do so under safe social distancing guidelines.
- **Room 265:** This 471-square-foot space is the central MC public area, consisting of a receptionist's desk, a lounge/conversation pit, a bank of computers along the east wall, and a TV, copier station, and mini-kitchen along the west wall. The square footage is sufficient to provide safe social distancing for four occupants—but only if most of the lounge furniture is removed/relocated.
- **Room 261:** Using the 113 square-foot rule, this conference room—which was designed for group study and meetings—could only be safely occupied by one person at a time, although two people, one at each end of the long conference table, might work as long as both doors to the room were kept open to improve air flow. (See discussion of HVAC below.)
- **Room 290:** Using the 113 square-foot rule, this circular conference room—which was designed for group study and meetings—could only be safely occupied by three people at a time (actually 3.5—but nobody is likely to volunteer for bisection). Access is through a single door at the end of a narrow foyer, so movement within the room would have to be carefully choreographed.
- **Access Constraints:** Careful choreography is required in the MC Main Suite as well. Although in theory, six people could be in the Main Suite (lounge+offices) at the same time while maintaining safe social distancing, the actual safe occupancy is probably lower because of the way the space is configured. The main lounge area is only about 18 feet wide, and the Center's professional staff members have to walk the length of the lounge to access their offices in the rear. Moreover, the main door to the Murray Center is less than six feet from the receptionist's desk, a built-in. The small conference room (261) has a door that connects it to the Main Suite and another door that connects it to the Campus Center lounge, thus offering a safer pathway into the Center—but only when 261 is unoccupied.
- **Traffic Flow:** As the discussion above suggests, rigorous management of human flow within the MC spaces (and within NJIT campus spaces in general) is required to actualize the protections theoretically afforded by social distancing. To this end, during Phases Two and Three, a mandatory, one-way pathway into and through the MC spaces will be marked on the floor in florescent tape. Once the Center reopens on a limited basis, a rotating set of student staff members will be assigned to monitor traffic/ movement within the facility throughout the day, as well as to ensure that no one enters the Center who is not wearing a mask.

- **Sanitation:** In Phase Two, a small cadre of MC staff members (people in “low risk” categories) will prepare the Center for subsequent reopening by thoroughly cleaning the facility and all surfaces. Regulations will be created and posted for safe use of shared equipment, handling refuse, and the need for repeated sanitizing of surfaces throughout each day, once the Center opens to staff and, later, to the community on a limited basis.
- **Shared Services:** The MC normally allows ID-card-bearing NJIT students to use its bank of computers and to print a limited number of pages on its printers. These services will be suspended until the university fully reopens (Phase Four). The Center’s coffee pots, refrigerator, and microwave will be reserved for staff use until Phase Four, with careful sanitation of anything that is shared.
- **HVAC:** Research strongly suggests that the SARS-CoV-2 virus exists in [aerosol form](#) as well as in large droplets and is viable in aerosol form for many minutes. A recent study published in [PNAS](#) shows that the mere act of speaking is sufficient to project virus into the air of a room. Because the MC, like our NJIT classrooms, is a sealed space, we rely on the HVAC for ventilation; and there is mounting evidence that [AC circulates](#) the virus. Moreover, there is evidence that when idle buildings are reopened for occupancy, the HVAC system may also spread the bacteria that cause [Legionnaire’s disease](#).

These potential dangers are of special concern to MC staff members because of a history of problems with the ductwork and ventilation system that serve the Center—in particular, excessive cold air flow and particulate matter being sprayed out of the ducts onto the desks in Room 264. (The issue was reported to Mitchell Gayer in March of 2019 but never fully resolved.) The MC has no independent capacity to solve this problem except simply to note that the Center’s plans for rigorous social distancing and sanitation will be rendered moot if the HVAC system spreads the virus in the ambient air.

- **Furniture:** During Phase Two, shortly before students return to campus, MC staff will rearrange the existing MC furniture so that the number of chairs in each room equals the maximum safe socially distant occupancy limit. (See above.) The chairs will be placed at least six feet from each other, positioned on X spots marked on the floor with tape. Upholstered chairs will be covered with plastic slip covers to facilitate sanitation. Excess upholstered chairs will be placed, at least six feet from each other, in the campus center lounge area directly outside the MC’s main door—an area that will temporarily be designated as the MC “terrace.” [See also the “converged events” section above.] Two-person couches will be put into storage until Phase Four.
- **Bathrooms:** In order for the MC to function, the Center’s staff members need safe access to the women’s bathroom located on the second floor of the Campus Center. Unfortunately, this bathroom (and many others on campus) are too narrow to permit six-foot social distancing. Moreover, the potential build-up of virus in aerosol form is of

special concern in such a confined space. It is not within the purview of the MC to address this issue except to suggest that access to this and other campus bathrooms needs to be restricted to one or (at most) two people at a time and must be strictly monitored.

Enforcement of Safety/Sanitation Guidelines: Until the university fully reopens (Phase Four), the MC professional staff will strictly observe, and strictly enforce, all safety guidelines needed to prevent the spread of infection—including social distancing, the wearing of masks, and rigorous sanitation of all surfaces. People who violate these guidelines and/or exhibit overt signs of respiratory illness will not be permitted in MC spaces. We expect the same level of strict enforcement of safety/sanitation guidelines in spaces that the MC shares with other elements of the university community—e.g. the second floor lounge areas, the bathrooms, etc. Because rowdiness (including rough-housing) has been common in the second floor lounge area since the pub-style furniture was installed several years ago, we ask that one of the Public Safety officers who works with the MC as part of community policing be assigned to monitor the second floor lounge and bathroom areas to ensure compliance with all safety/sanitation guidelines.

Creating a Culture of Shared Responsibility: Although NJIT employees and students have a right to expect that the university will do everything in its institutional power to create a safe and secure campus, in line with federal and state guidelines—campus safety is greatly enhanced when those guidelines are internalized by students/ employees and become part of a shared community culture. The MC is eager to join with others in creating innovative opportunities to foster such a community safety culture—for example,

- Hosting virtual (or “converged”) contests for the best T-shirt and poster designs on the theme of social distancing;
- Holiday-themed face pandemic mask and costume design contests—e.g. for Halloween

THE MURRAY CENTER STAFF

The recovery plan outlined above assumes continuity in the Center’s staff, two of whom will need to work remotely until Phase Four:

- **Founding MC Director** : Dr. Nancy Steffen-Fluhr (age 77)— faculty member compensated for administrative service by 50% course released time;
- **MC Special Programs Manager:** Mary Frances (Fran) Sears (age 74)—a permanent part-time employee since 2010; compensation--\$29/hour 20 hours/week;
- **MC Coordinator:** Shivani Jaisinghani (age 23)—a permanent part-time employee since June 2019--\$25/hour 20 hours/week.

The professional staff members above are crucially assisted by a cadre of eight to ten work-study students (The MC Ambassadors) each of whom works several hours a week for minimum wage. (Two of our three returning Ambassadors are Federal Work Study Students.)

Office of Career Development Services Recovery Plan

The following guidelines will be followed in each respective phase for the recovery of Career Development Services (CDS) program and service delivery operations. Considerations include adequate coverage across all of our primary service delivery areas, and assurances that our primary constituency bases of students and employers have access to virtual platforms.

Recovery Phase 0 – campus closure, with no CDS staff on campus

Protocols developed and implemented on March 18, 2020 will continue as follows:

- All staff involved in direct service to student/alumni advising will remotely conduct their scheduled appointments.
- All staff involved in business, agency, and employer relations will remotely conduct their marketing and partner engagement initiatives.
- Large gathering events such as career fairs will be converted to virtual offerings
- The annual First –year students’ service day in Newark will be canceled and alternative options for student engagement are being considered.
- All employment interviews and company information sessions will be managed and conducted virtually.
- Regular WebEx Town Hall Forums for students will be presented bi-monthly to present useful information and resources for job seekers and to address the concerns with job search during a prolonged pandemic environment.
- Additional virtual small group “meet-ups”, bringing students together with employers, and alumni will be offered in lieu of in-person workshops.
- CDS work study, civic engagement, graduate assistants and other student workers, if permitted will work remotely on existing assignments involving IT and social media management.

Recovery Phase 1: Minimal student presence on campus.

CDS staff is not classified as essential personnel and thus will follow university protocols for social distancing by continuing to work remotely as described in Recovery Phase 0.

Recovery Phase 2: To meet the needs of those students, faculty and staff who are present on campus, the CDS Phase 2 plan includes a hybrid staffing model consisting of a minimal number of on-campus CDS staff and the balance continuing to operate remotely.

- Those staff members physically present in the office will maintain strict social distancing protocols among each other, with any visitors to the office or at other locations throughout the campus.
- Staff members and visitors will adhere to the university policy for PPE Outfitting.

Recovery Phase 2 – Continued:

- The in-office staff, which will number no more than 3 persons at any given time, will comprise of representatives from our primary service delivery areas of student advising, employer relations and operations.
- CDS staff on campus will be rotated on a weekly basis. Excluded from rotation will be those employees designated by HR guidelines as members of vulnerable groups. HR clearance will be needed for employees to be excluded from on-campus rotation.
- To ensure social distancing we will identify, designate, and mark a limited number of staff and visitor engagement areas within the office thereby creating safer meeting spaces and smaller areas to disinfect and maintain.
- We will conduct socially distanced, small audience information sessions and career seminars in appropriate venues deemed safe by university officials.
- Most student advising and employer relations functions continue to be conducted virtually from remote staff member locations.

Recovery Phase 3: CDS transitions back to former full office staff service delivery operations in response to students returning to campus. With the exception of large group signature events such as career fairs, and large community service days, the following activity resumes:

- Student career advising sessions may be conducted in person; in cases where students remain apprehensive, virtual options are granted
- On- campus interviews by employers resume with full schedules, and supplemented by virtual sessions offered and or required by employers
- Business development activity continues with hosting employers on campus and if allowable, with CDS staff meeting with representatives at off-campus locations
- Student community service activity on campus and at approved agency locations.
- Career Seminars, workshops and company information sessions on campus.
- CDS staff meetings and campus committee meetings.

Full Recovery: All CDS operations are restored fully with no specific social distancing requirements. However, to ensure the safety of our staff, and all constituents served by CDS we may consider and propose to the administration a delayed resumption of large gathering events.

Office of Global Initiatives Recovery Plan

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 opens and operates with reduced staff.

- A flexible work schedule for all OGI staff will be implemented as a means to ensure compliance with federal and/or state guidelines for significant social distancing measures.
- Staff will be provided with a schedule to report to the office on alternating weeks. The office will have 2 staff members working on campus, while others will continue to work remotely.
- The staff will continue to advise students by email, phone, and meet virtually via WebEx or Google Hangout. No 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 PPE as per university policy.

Until the State of NJ has established that the spread of the virus is under control, scenario 1 is the optimal solution, especially during the summer, when very few international students will be on campus and new students will not have arrived yet. Considering that we have a small number of staff to serve our large international population, we should limit their exposure and potential infection.

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).

Office of the Registrar: Phased Recovery Operations

The NJIT Office of the Registrar will 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 procedures will be followed in each respective phase for the recovery of Registrar's Office operations.

Recovery Phase 0: All on-campus operations halted.

- All staff members will conduct work remotely.
- Communication with the campus community, including students, staff and faculty will take place virtually using email, telephone and video-conferencing.
- All face-to-face meetings and/or on-campus programming will be suspended.

Recovery Phase 1: Minimal campus activities

- All operations will be conducted remotely.
- Communication with the campus community, including students, staff and faculty will take place virtually using email, telephone and video-conferencing.
- All face-to-face meetings and/or on-campus programming remain suspended.
- A staff member, with permission, to come on-site to periodically pick up and process incoming mail, and prepare outgoing mail as needed.
 - Registrar staff rotate with Financial Aid and Admissions personnel to pick up and scan incoming mail on a weekly basis.
 - Team members who take public transportation to come to work will continue to work remotely.

Recovery phase 2 – significant social distancing

- The majority of Registrar staff will continue to conduct work remotely, with minimal onsite presence.
- One or two staff members will work onsite each day to staff the office Monday through Friday for one-week periods.
 - Office rotations will occur on a weekly basis -- different employees will report to work each week.
- All face-to-face meetings will remain suspended.

- The Student Mall will have a secure drop-box that will allow individuals to drop off paperwork. Staff members working onsite will be able to process this paperwork, to ensure student issues are timely addressed.
- Team members who take public transportation will be exempted from the onsite rotations.
- Team members working onsite will be provided with and will use PPE as per university guidelines.

Recovery phase 3 – minimal social distancing

- Direct contact with the campus community is now an option. Staff members will be using PPE as per university guidelines and will enforce students they meet with to follow the guidelines as well.
- Two rotating teams of staff members (divided into groups “A” and “B”) alternatively working on campus and remotely.
 - Half of the staff would come to work on site each week for the entire week rotating with the second team the following week.
- Staff whose workspace is in cubicles will require further spacing,
 - It is proposed the unused space adjacent to the Registrar’s Office be acquired to ensure proper spacing among the staff.
- Enhanced sanitation and cleaning effort when employees return onsite.
- Employees encouraged to eat within their office or workstation instead of using lunch breakrooms.
- To reduce congestion and cross-exposure in restrooms, the shared restrooms serving Registrar, Financial Aid, and Bursar employees should be equipped with locks to ensure only one person enters the facility at any one time.
 - A person of any gender would be able to use either restroom. If there were a queue, employees would have to wait at a safe social distancing space.

Full Recovery: All Registrar’s Office operations are conducted onsite following the normal (pre-COVID19) protocols.

Office of Student Persistence & Re-Enrollment Continuity: Phased Recovery Operations

NJIT Office of Student Persistence & Re-Enrollment will follow the specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the research continuity 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 will be followed in each of the recovery phases.

Recovery Phase 0: All on-campus operations halted.

- All operations will be conducted remotely.
- Communication with the campus community, including students, staff and faculty will take place virtually using email, telephone and video-conferencing.
- All face-to-face meetings &/or on-campus programming will be suspended.

Recovery Phase 1: Minimal campus activities.

- All staff members will conduct work remotely.
- Communication with the campus community, including students, staff and faculty will take place virtually using email, telephone and video-conferencing.
- All face-to-face meetings &/or on-campus programming will be suspended.

Recovery Phase 2: Significant social distancing.

- All staff members will conduct work remotely.
- Office of Student Persistence workspace will be made available to other offices of the university community that must be on-campus and may need it to address social distancing measures.
- Communication with the campus community, including students, staff and faculty will take place virtually using email, telephone and video-conferencing.
- All face-to-face meetings &/or on-campus programming remain suspended.

Recovery Phase 3: Minimal social distancing.

- Office of Student Persistence staff will conduct the majority of work remotely, thereby continuing to provide most of the Persistence office workspace to other offices as needed.
- Persistence staff will rotate being on-campus twice per week to begin reintroduction of physical campus presence.

- Communication with the campus community, including students, staff and faculty will continue to take place mainly virtually using email, telephone and video-conferencing, even when on-campus. Participation in campus meetings scheduled by other units needing input from the Persistence Office will occur.
- The office will permit face-to-face meetings &/or on-campus programming but these events will be scaled down to maintain social distancing standards.
- Direct contact with campus community is now an option. Staff members will be using PPE as per university guidelines and will enforce students' adherence to the guidelines as well.

Full Recovery: The Office of Student Persistence & Re-Enrollment operations are restored fully and full on-campus operation resumes.

Physics Tutoring Center

NJIT faculty, staff, and students at the Physics Tutoring Center must follow specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity plan. State and national information regarding current conditions can be found online.

The following guidelines should be adapted with each respective phase for the recovery of the Physics Tutoring Center's operations.

Recovery Phase 0: All face-to-face operations at the Physics Tutoring Center are halted and moved to a virtual environment.

- All tutoring services are to be offered via WebEx sessions, including general drop-in sessions and class specific sessions; schedule available at: <https://njit.webex.com/>
Meeting number: 921 021 983
Meeting password: PHYS
- No students will be able to enter or use any physical Physics Tutoring Center facilities.

Recovery Phase 1 and 2: All face-to-face operations at the Physics Tutoring Center remain halted and remain being conducted online.

- The Physics Tutoring Center facilities remain closed to the general student population.
- An approved list of tutors may use the Physics Tutoring Center whiteboards to help with their WebEx tutoring sessions or online review sessions. In this case, student tutors should work from separate tables, maintain strict social distancing, and use personal markers and erasers. Such usage of the facilities will not be mandatory and student tutors can continue performing all virtual sessions from their home or dorm-room if they prefer.

Recovery Phase 3: Physics Tutoring Center operations resume at 50% capacity to ensure social distancing continues.

- Regular drop-in tutoring resumes, but with less occupants allowed either by enforcement or temporarily removing seating capacity. The 2 to 3 tutors on shift would be advised to ensure social distancing among each other.
- Hand sanitizer dispensers or disinfectant wipes should be made available for students and tutors in order to disinfect common erasers, markers, and computers before and after use. Personal markers will be made available to tutors as well.
- Online tutoring will remain in order to provide service to vulnerable population groups. Tutors who request only online shifts will be accommodated.
- While tutoring, student tutors should try to maintain social distancing to the extent that is possible.
- All other state or university safety protocols must be strictly followed. The department chair and college dean should advise on any PPE deemed necessary or advised to be used during Phase 3.

Full Recovery: All Physics Tutoring Center operations are restored fully with no specific social distancing requirements. However, all facility and personnel safety protocols must be strictly observed.

Student Financial Aid Services: Phased Recovery Operations

The NJIT Office of Student Financial Aid Services 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 the Office of Student Financial Aid Services' operations.

Recovery Phase 0: All on-campus student face-to-face related operations, services discontinued, and campus closure, except for essential staff.

Based on the role of "essential" staff, assignments to be executed as it relates to the needs of the University and consistent with the definition of this phase.

- All scheduled and automated student communications continue via email and text.
- Management in constant communication with senior management to assess and monitor the necessity of functions during this phase.

Recovery Phase 1: Proactive approach to reduce the impact on essential operations and processes within the Office of Student Financial Aid Services (SFAS) to provide a proactive and acceptable level because of a disruption to services.

- Telecommuting required for all staff during normal office hours (Monday – Friday from 8:30 am to 4:30 pm and Wednesday 8:30 – 6:00pm). Some flexibility among critical staff assigned on time-sensitive projects.
- To minimize service interruption, back-up contingency plan for all functions instituted in case of illness.
- All student communications with prospective and continuing students will take place via WebEx, email, and telephone.
- One-on-one student appointments will be conducted via WebEx as no in-person interaction is permitted.
- All meetings conducted via WebEx.
- Approval from the Provost's Office required for staff requests to access the Student Mall.
- Staff required to check-in with supervisor daily during normal business hours
- Daily submission of staff daily log of tasks completed to supervisor.

- Staff contact and continued cohesiveness with 3-days a week scheduled meetings via WebEx.
- Designated person will pick up and process mail and faxes once a week.

Recovery phase 2 – The Office of Student Financial Aid Services will continue to provide student services and conduct operations with no interruption by continuing significant social distancing with some in-person service with the proper PPE.

- The majority of Financial Aid staff will conduct work remotely and some staff rotation for mail and fax pickup and processing.
- Student document drop-box for paperwork submissions available in the Student Mall lobby area.
- In-person service with a weekly 3-member team rotation will report to the office one to two days a week to pick up forms, scan and process. Same team for one week and different team the next week to reduce social contact. To reduce social contact in vulnerable situations such as those staff members who take public transportation, remove them from the in-person rotation. To mitigate contact, staff are required to maintain 6 feet of distance from each other.
- Communication with students and families conducted virtually using email, telephone and online webinars. Staff contact and continued cohesiveness with 3-days a week scheduled meetings via WebEx.
- Daily submission of staff daily log of tasks completed to supervisor.
- All office status updates maintained in staff's daily work log on a google sheet.

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.

- Protection of team members to ensure proper social distancing will be required. Request to occupy space next door to the Student Mall to reduce staff density. To provide space to minimize contact, relocate workspaces to spread out the staff with the goal of maintain 6 feet social distance as work duties permit.
- 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.
- To reduce contact, provide small face-to-face FAFSA workshops on campus. No more than 28 square foot allotment per person in a room.
- Reduce meetings to WebEx and avoid conference room meetings to no more than 4-6 person conference room to maintain the CDC's recommendation of 6 feet distance from one another.

- Continue to increase online communication with students via telephone, email and texting to provide all the up-front necessary information to avoid unnecessary face-to-face contact.
- Provide option for WebEx for FA Advisor appointments if necessary but will continue to provide services in-person.

Full Recovery: All of the Student Financial Aid Services operations restored with no specific social distancing requirements.

- Restore all workstations to original location and evacuate space adjacent to the Student Mall.

Theatre Continuity: Phased Recovery Operations

NJIT faculty, staff, and students at theatre facilities 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 theatre continuity 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>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health": <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>
- 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 theatre operations.

Recovery Phase 0: All non-essential theatre operations halted. Essential theatre operations follow strictest social distancing and safety protocols with only essential staff.

- Safety must be rigorously maintained with adequate access to PPE and other safety related supplies. Workshops and rehearsal spaces will not be authorized for access unless adequate safety supplies are identified as being available. Theatre Director must identify by name the people that will be considered essential personnel (including replacements/backups). During this time all essential operations (EO) must be approved by chair, dean, and provost through the emergency theatre continuity plan process currently in place.
- Any activity that requires face-to-face interactions is halted.
- Activities that can be conducted remotely should be continued to the extent possible.

Recovery Phase 1: Minimal theatre operations approved through chairs, deans and provost to pursue time-sensitive projects and involving students with graduation requirements.

- Requests for projects considered time-sensitive should be directed to departmental chairs. The dean and provost will provide guidance as needed.
- All operations at NJIT facilities in this phase must follow the highest possible level of social distancing implemented.
- Activities that can be conducted remotely should be continued to the extent possible.

Recovery Phase 2: Most theatre operations, whether sponsored externally or internally, may be restarted through the approval of department chairs using significant social distancing and safety protocols with restrictions on the number of participants and staff present in facilities at one time.

- The Phase 2 restart may require developing flexible work schedules, planning for supply chain issues, and preparing facilities in advance of need. To ensure social distancing requirements and to reduce density of personnel in university theatre spaces, the Director should consider permitting flexible access schedules, work shifts or staggered workdays. Under no circumstances should safety be sacrificed.
- Activities that can be conducted completely remotely or in addition to the on-campus operations should continue to be conducted in that manner.

Recovery Phase 3: Most theatre operations are restored with minimal social distancing and personnel safety protocols.

- Group activities with faculty, staff and students should be restricted and kept to a minimal size protecting any vulnerable participants. If possible, these activities should continue to be held online until we reach a state of full recovery.
- Other safety protocols must be strictly followed.
- Activities that can be conducted completely remotely or in addition to the on-campus operations should continue to be conducted in that manner.

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

This document refers to operations conducted on the NJIT campus in Newark, NJ, including the physical campus and activities that have direct contact with individuals anywhere. Activities at partnering locations, such as Rutgers University Newark, must follow a similar phased approach informed by local conditions.

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.
- Three staff members (manager, counselor and clerical staff) will staff the office Monday through Friday.
 - 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 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. Staff whose workspace is in cubicles will be relocated to vacant offices on the first floor of Fenster Hall.
- 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 may be permitted. These events will be scaled down to maintain social distancing standards.

- Some 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.

University Libraries - Phased Recovery Plan

May 2020

A New Vision

The pandemic has provided the NJIT University Libraries with the impetus to move more rapidly towards our vision for the future. The libraries remain the heart of intellectual inquiry and learning, but the modes of support for our community must take a leap forward. This plan includes not only a phased recovery for existing services, but a vision for promoting an engaged online intellectual community. The components of this vision are built out from the existing foundations of the library of the past. In our vision, the redesigned library homepage becomes a more interactive and flexible space where users can easily select from among the different modes of intellectual support available all across campus. It can become the hub for all activities related to teaching, learning and research, for faculty and students. Librarians are online information experts and we can use our knowledge of how information works to engage a distanced community of learners, during the pandemic, but also in the future.

There is an opportunity to redefine and create an additional role for the “library” and recast it as the ***Information Knowledge Center***, of which the University Libraries will be an integral part. Given the nature of the information environment for the NJIT community, there is an increasing need to streamline access to the large and diverse amount of information on the NJIT website. The new vision for the library will include the following recommendations:

Converged Learning Support

The Van Houten Library has already moved significantly toward a collection of materials that is almost fully digital. The Littman Library’s subject domain makes this more difficult due to the limited availability of digital resources, but we will accelerate this trend by seeking online content and substituting or digitizing needed print materials when possible. Traditional library services -- providing content, interlibrary loan, study spaces, reference and instruction, will remain a hybrid for some time to come. We have already moved a great deal of our operation online when feasible, such as implementation of Digital Commons, a central institutional repository to store NJIT’s public documents, images, streaming videos, along with digital text.

Instruction and Self-Learning

Offer online asynchronous information literacy instruction via Canvas for students, and sharing with faculty (in cooperation with the Office and Distance Learning and Institute for Teaching Excellence) best practices for teaching.

Information and Referral

The library is already a campus leader in chat and provides referrals to users for services available throughout the University. We propose to take the lead in assessing needs and establishing a university-wide chat and referral system with expanded hours of operation to accommodate new work patterns across campus. The use of online communication tools will help, for example, new students in their transition to university life, aiding them in locating not only library materials but also appropriate academic, administrative and social resources. In conjunction with this, we propose to coordinate a major expansion of FAQs across campus to serve as a knowledge base that students, faculty and staff can refer to, as needed throughout the semester.

Communication and Outreach

The Van Houten Library will redesign the current library webpage to optimize the online research experience, and to make it the go-to place not only for library materials, but also research and learning related activities and services campus-wide. Prior to the pandemic, librarians were focused on in-person, in class-room, and chat to interact with faculty and students. However, with a new focus towards remote learning, librarians will utilize advanced modes of interaction to support active learning. Librarians already started and will continue to utilize popular internal and external social media resources to communicate and engage with users. With the need to shift to remote learning, many new students may not be aware of online resources and library support that will aid them in their studies. Maintaining a significant presence on Highlander Hub and other social media is a first step in reaching our audience and in maintaining a spirit of community in a virtual setting. Librarians will share information with other administrative departments regarding their internal online presence such as:

- Hosting and marketing of webinars and interactive online workshops; and maintenance of a campus-wide listing of research-related online venues.
- Continue open office hours and online booking of appointments for personalized support in person or using video chat platforms for research consultations.
- Strengthen links and partnering with the writing center, tutoring, and other learning venues and academic support units on campus.

Hosting Online Communities of Interests

- **Research Seminar:** Online library seminars to support the research needs of the faculty, students and researchers. This engaging webinar will explore how Digital Commons should be integrated within the research workflows to drive the value of the institutional repository as a central platform within NJIT. Faculty, students, and researchers could discuss their experiences with using library electronic resources and a research librarian could guide them through common research challenges.

- **Forums and Colloquia:** Online book talks, readings, concerts, meetings with alumni, hosted by librarians followed by online discussion. Hosting research talks by faculty via WebEx, which can also be indexed and archived in the Digital Commons as webinars by subject. These could foster online communities around topical areas of interest and disciplines.
- **Book Club, Art & Design Gallery:** An online book club, NJIT Goodreads, to supplement our print “casual reading” program and foster interaction among interested readers by creating a presence on the social reading network Goodreads. Promote library materials as well as students and faculty creative and intellectual work with online exhibitions.

Continuity Operations Plan

In addition to the implementation of the new vision, this plan presents the guidelines, protocols, and procedures that will be followed by the NJIT University Libraries in restoring its normal operations – or some aspect of it – once state and local restrictions are lifted, or modified at the end of the COVID-19 pandemic. The University Libraries’ agile scaled recovery plan allows us to navigate between these phases as we continue to work under uncertainty and the possible recurrence of the pandemic. The primary consideration in this plan is ensuring the safety of the NJIT community and library staff while implementing innovative strategies to provide the resources and services in support of remote learning and research.

NJIT faculty, staff, and students at the University Libraries will follow the specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state, and federal guidelines in the respective phase of the following continuity plan. State and national information regarding current condition can be found at:

- [New Jersey’s COVID-19 Information Hub](#)
- [New Jersey’s “The Road Back: Restoring Economic Health Through Public Health”](#)
- [White House Plan for Opening up America Again](#)

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

Recovery Phase	0 Closed to Everyone	1 Prepare for Re-Opening	2 Operate with Limited Services	3 Operate with Expanded Services	Full Recovery
Public Services	Van Houten and Littman Libraries buildings closure, All services virtual	Van Houten and Littman Libraries buildings closure, All services virtual	Van Houten Library opens limited hours, Littman Library remains closed, Most services virtual, Selected services available on-site, Social distancing practices enforced	Van Houten and Littman Libraries buildings open limited hours, Virtual and selected on-site services, Social distancing practices enforced, No large (>10) gathering	Resume normal operations with full services
Staffing	No more than two (2) staff working on-site for essential services, Other staff working remotely	No more than five (5) staff working on-site for essential services, Other staff working remotely	Minimal staff (10+) working on-site, Other staff working remotely	Most staff (15+) return to work on-site, Other staff working remotely, Telework encouraged when possible	All staff working on-site

Recovery Phase 0: Closed to Everyone

All face-to-face operations at the University Libraries are halted and moved to a virtual environment. Essential library operations follow the strictest social distancing and safety protocols with limited staff. This will be a continuation of the spring semester COVID-19 pandemic response. Recovery phase zero (0) will allow the university libraries to comply with strict public safety and health directives.

Safety and Security

- Libraries facilities remain closed to the students, faculty, staff until further notice.

- No more than two (2) staff working on-site to provide essential services. All other staff working remotely. Staff needing to work on campus must obtain the University Librarian's approval.
- All safety protocols must be strictly followed.

Services and Support

- Provide virtual reference and research services via “**Live Chat: Ask the Library**” and through the library.njit.edu and archlib.njit.edu websites, email, WebEx sessions and other tools to maintain or enhance the in-person experience. All staff have their office phone number forwarded to them through Cisco Jabber. More information about virtual services and support:
 - Van Houten Library, <https://researchguides.njit.edu/contingency>.
 - Littman Library, <http://researchguides.njit.edu/littmancovid-19>.
- Work toward implementation of “A New Vision for the University Libraries.”
- All borrowed books with due date of 5/15/2020 will be extended to 9/30/2020.
- Purchase and catalog selected ebooks or e-resources in support of learning and teaching, funding permitted.

Recovery Phase 1: Prepare for Re-opening

On-site work to provide essential face-to-face operations at the Van Houten and Littman Libraries to pursue time-sensitive projects and tasks in support of online learning, teaching and research must be approved by the University Librarian. Recovery phase one (1) will allow university libraries to prepare for a return to work before opening to the students, faculty, staff and NJIT community.

Safety and Security

- Library facilities remain closed to the students, faculty, staff public until further notice.
- Staff needing to work on campus must obtain the University Librarian's approval with a notification to their immediate supervisor. No more than five (5) staff can work on-site at the Van Houten Library and no more than one (1) staff can work on campus at the Littman Library at any given time.
- Staff are required to wear masks and maintain social distancing when working on-site.
- Staff are required to disinfect common work areas/spaces after their shift is completed (circulation desk, computers, shared tools, etc.)
- All safety protocols must be strictly followed.

Services and Support

- Continue providing reference and research services via “**Live Chat: Ask the Library**” and through the library.njit.edu and archlib.njit.edu websites, email, WebEx sessions and

other tools to maintain or enhance the in-person experience established in the recovery phase zero (0).

- Expand information literacy instruction via Canvas: replace face-to-face basics of information literacy with a new Canvas Community Course (e.g. Research Roadmaps), which contains optional quizzes and assignments for credit. It may be used in conjunction with WebEx, standalone, or as embedded modules within other courses developed by faculty.
- Identify strategies to ramp up the creation and use of open educational resources (OER), particularly open textbooks to increase course material affordability for NJIT students.
- Work toward implementation of selected activities in “A New Vision for the University Libraries.”
- Identify a new due date for borrowed books beyond the current 9/30/2020 (due date) if needed.
- Activities that can be performed remotely should be continued, whenever possible and feasible while minimizing on-site operations.
- Continue to purchase and catalog selected electronic resources in support of learning and teaching, funding permitting.
- Implement a limited “**curb-side-pickup**” service for physical items at the Van Houten Library and Littman Library. Utilize PPE to maintain safety.
- Redefine the open public spaces for students, faculty, and staff to use throughout the library buildings.
- Rearrange furniture including any necessary PPE and social distancing markers in the open public spaces specified in the recovery phase one (1).
- Library management team to:
 - work on arranging public computer workstations in the Information Commons lab so they are minimum six (6) feet apart, including the training lab, CAB 1050. Install a plexi-glass between each computer workstation as needed.
 - establish markers where lines form at the public service desks.
 - determine rearrangement of furniture in public spaces to allow for social distancing e.g. remove furniture, spread out seating and tables, etc.
 - establish a special cleaning (**cleanPlus**) strategy with custodians/facilities in all areas (public and staff) including disinfecting of high-touch areas and surfaces and the public computers in the Information Commons computer lab.
 - determine which staff are needed to work on campus as an “as-needed” basis or for specific tasks e.g. curb-side-pickup, interlibrary loan pickup, and digitization of unique materials located in the university archives and special collections.

- establish a materials management protocol for handling physical items (returns and use of open stack items), including scanning/digitizing.
- work on arranging staff workstations so they are a minimum six (6) feet apart.
- post signs to alert users to the rules.

Recovery Phase 2: Operate with Limited Services

With the approval from the office of the Provost and Senior Executive Vice President the Van Houten Library will open limited hours to the NJIT community. The University Librarian will approve the re-opening of selected operations as she deems appropriate and in accordance with NJIT guidelines. Recovery phase two (2) will allow the university libraries to resume some essential operations and services under cautionary steps.

Safety and Security

- The Van Houten Library will open limited hours for students, faculty and staff (no visitors). Library staff will be assigned to work at the entrance to control the number of individuals entering/exiting the library as suggested by the university guidelines.
- The Van Houten Library will be open approximately **30 hours per week**:
 - Hours of Operation:
 - Monday to Friday: 10:00 am to 4:00 pm, Saturday and Sunday: Closed
 - Number of Patrons Allowed: cannot exceed 250
 - Lower Level: cannot exceed 65
 - First floor: cannot exceed 70
 - Second floor: cannot exceed 50
 - Third floor: cannot exceed 65
 - Access to the Information Commons Computer Lab:
 - Approximately 48 computers available with priority given to those students needing it for online/remote learning.
 - Implement **cleanPLUS** strategy for all public computers
- The Littman Library building remains closed to the NJIT community.
- Anyone entering the library buildings is required to wear masks and maintain social distancing guidelines.
- Continue to rearrange furniture including any necessary PPE and social distancing markers in the open public spaces specified in the recovery phase one (1).
- Implement the **cleanPLUS** strategy established in the recovery phase one (1).

- Continue remote work option for high-risk and vulnerable staff and assign the other staff to work in two teams to limit the number of employees working on-site while maximizing physical distance from one another.
- Schedule staff and student-employees to work at the public service desks in shifts.
- Staff are required to wear masks and maintain social distancing when working on-site.
- Staff are required to disinfect common work areas/spaces after their shift is completed (circulation desk, computers, shared tools, etc.)
- Implement the materials management protocol developed in the recovery phase one (1).
- All safety protocols must be strictly followed.

Services and Support

- Continue providing virtual reference and research services via “**Live Chat: Ask the Library**” and through the library.njit.edu and archlib.njit.edu websites, email, WebEx sessions and other tools to maintain or enhance the in-person experience established in the recovery phase zero (0).
- Continue expanding information literacy instruction via Canvas: replace face-to-face basics of information literacy with a new Canvas Community Course (e.g. Research Roadmaps), which contains optional quizzes and assignments for credit. It may be used in conjunction with WebEx, standalone, or as embedded modules within other courses developed by faculty.
- Continue implementing strategies to ramp up the creation and use of open educational resources (OER), particularly open textbooks to increase course material affordability for NJIT students.
- Continue to implement activities in “A New Vision for the University Libraries.”
- Establish new procedures to manage course reserves including digitization for upload to Canvas LMS following recently published ALA and ACRL recommendations.
- Identify a new due date for borrowed books beyond the due date specific in recovery phase one (1) if necessary.
- Activities that can be done remotely should be continued, whenever possible and feasible while minimizing essential on-site operations.
- Continue to purchase and catalog selected electronic resources in support of learning and teaching, funding permitting.
- Continue implementing a limited “**curb-side-pickup**” service for physical items, items on hold, interlibrary loan, etc.
 - Establish pre-set days and hours for pick-up, limit the number of items for pickup.

Recovery Phase 3: Operate with Expanded Services

Recovery phase three (3) will allow university libraries to expand operations and increase services. Most library operations at the Van Houten and Littman Libraries will be restored with minimal social distancing and personal safety protocols. The percentage of library staff working on campus will increase relative to phases zero (0), one (1) and two (2).

Safety and Security

- Following the university's guidelines, the Van Houten and Littman Libraries will open expanded hours to the NJIT students, faculty, and staff (authorized visitors only.) Library staff will be assigned to work at the entrance during open hours to control the number of individuals entering the library as suggested by the university guidelines.
- The Van Houten Library building will be open approximately **62.5 hours per week**.
 - Hours of Operation:
 - Monday to Thursday: 8:30 am to 7:00 pm (42 hours)
 - Friday: 8:30 am to 5:00 pm (8.5 hours)
 - Saturday: 10:00 am to 4:00 pm (6.0 hours)
 - Sunday: 1:00 pm to 7:00 pm (6.0 hours)
 - Number of Patrons Allowed: cannot exceed 250
 - Lower Level: cannot exceed 65
 - First floor: cannot exceed 70
 - Second floor: cannot exceed 50
 - Third floor: cannot exceed 65
 - Access to the Information Commons Computer Lab:
 - Approximately 48 computers available with priority given to those students needing it for online/remote learning.
 - Continue **cleanPLUS** strategy for all public computers.
- Littman Library building will be open approximately **38 hours per week**.
 - Hours of Operation:
 - Monday to Friday: 10 am to 4 pm (30 hours)
 - Saturday: 12:00 pm to 4:00 pm (4 hours)
 - Sunday: 1:00 pm to 5:00 pm (4 hours)
 - Number of Patrons Allowed: cannot exceed 20

- Access to Public Computers: Approximately 5 computers available by appointment with priority given to those students needing it for online/remote learning.
- Implement **cleanPLUS** strategy for all computers.
- Anyone entering the library buildings is required to wear masks and maintain social distancing.
- Continue to rearrange furniture including any necessary PPE and social distancing markers in the open public spaces specified in the recovery phase one (1).
- Implement the **cleanPLUS** strategy established in the recovery phase one (1).
- Continue to implement the materials management protocol developed in the recovery phase one (1).
- Continue scheduling staff and student employees to work in two teams and staggered strategy to support face-to-face operations while maximizing physical distance from one another.
- Continue to schedule staff and student employees to work the public service desks in shifts.
- Staff are required to wear masks and maintain social distancing when working on-site.
- Staff are required to disinfect common work areas/spaces after their shift is completed (circulation desk, computers, shared tools, etc.)
- All safety protocols must be strictly followed.

Services and Support

- Continue providing virtual reference and research services “**Live Chat: Ask the Library**” and through the library.njit.edu and archlib.njit.edu websites, email, and WebEx sessions and other tools including at least one (1) reference librarian working daily at the reference desk to support the in-person service.
- Continue expanding information literacy instruction via Canvas: replace face-to-face basics of information literacy with a new Canvas Community Course (e.g. Research Roadmaps), which contains optional quizzes and assignments for credit. It may be used in conjunction with WebEx, standalone, or as embedded modules within other courses developed by faculty.
- Continue implementing strategies to ramp up the creation and use of open educational resources (OER), particularly open textbooks to increase course material affordability for NJIT students.
- Continue implementing activities in “A New Vision for the University Libraries.”
- Transform the “**curb-side-pickup**” service for physical items to “**in-library-pickup**” at the Van Houten Library and Littman Libraries. Provide access to the physical items, items on hold, and interlibrary loan, etc.

- Establish pre-set days/hours for pick-up, limit the number of items for pickup and the number of individuals who may pick-up items by appointment if needed.
- Encourage requesting of physical items for pickup by email and by using request in primo.njit.edu.
- Establish delivery service for on campus delivery of physical items.
- Resume standard due dates for borrowing of physical collection.
- Continue new procedures to manage course reserves including digitization for upload to Canvas LMS following recently published ALA and ACRL recommendations.
- Resume face-to-face operations using applicable guidelines for social distancing, and handling and caring of library materials.
- Provide access to the open stacks. Use distance markers for “one-person-at-a-time” access when entering the book aisles at the Van Houten Library and by appointment at the Littman Library.

Full Recovery: Operate in a New Normal

The University Libraries’ operations return to normal conditions as prior to March 18, 2020 with no specific social distancing requirements. In-person activities will once again become the standard. However, all library facilities and personnel safety protocols must be strictly observed. Full recovery operation in the new normal may be subject to change at any time.

Safety and Security

- Follow NJIT and public health directives for cleaning of surrounding public spaces, wearing masks, and social distancing.
- All staff resume their normal work schedule.

Services and Support

- Resume regular hours of operation (approximately 110 hours per week for Van Houten Library and 72 hours for Littman Library.)
- Resume regular face-to-face operations and services and virtual support, including one-on-one appointments.
- Expand services identified during remote work in support of the pandemic.
- Expand activities in “A New Vision for the University Libraries.”
- Reevaluate materials management plan developed in recovery phase one (1).

Sources

A Phased Reopening Plan for Libraries as COVID 19 Restrictions Are Lifted, retrieved from <https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d>

Best Practices for Reopening New Jersey Libraries, retrieved from <https://docs.google.com/document/d/1kR5nSW4XuCdIjSt3rGmrDkwV4PxxJkTfvmhPIFoOmvk/e/dit>

Checklist for Library Curbside Pickup Services, retrieved from [https://ideas.demco.com/blog/checklist-library-curbside-pickup-services/?utm_source=Silverpop&utm_medium=Email&utm_campaign=05.07.20%20-%20Curbside%20Pickup%20\(1\)&utm_content=&spMailingID=64686727&spUserID=Mzg1NDMzMjU1NTM0S0&spJobID=1880891991&spReportId=MTg4MDg5MTk5MQS2](https://ideas.demco.com/blog/checklist-library-curbside-pickup-services/?utm_source=Silverpop&utm_medium=Email&utm_campaign=05.07.20%20-%20Curbside%20Pickup%20(1)&utm_content=&spMailingID=64686727&spUserID=Mzg1NDMzMjU1NTM0S0&spJobID=1880891991&spReportId=MTg4MDg5MTk5MQS2)

Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, retrieved from https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

COVID-19 Pandemic Resources and Plans for Library Reopening, retrieved from <https://www.njstatelib.org/covid-19-pandemic-resources-and-plans-for-library-reopening/>

How to Sanitize Collections in a Pandemic, retrieved from <https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission, retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections, retrieved from <https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>

ACRL, Pandemic Resources for Academic Libraries: Preparing to Open, retrieved from <https://acrl.libguides.com/c.php?g=1014690&p=7499585>

Public Statement of Library Copyright Specialists: Fair Use & Emergency Remote Teaching & Research, retrieved from <https://docs.google.com/document/d/10baTITJbFRh7D6dHVVvfgiGP2zqaMvm0EHHZYf2cBRk/e/dit>

Recommendations for Library Services During the Covid-19 Pandemic, retrieved from <https://georgialibraries.org/wp-content/uploads/2020/04/Recommendations-for-Library-Services-During-The-Covid-19-Pandemic.pdf>

ReOpening the Library: Guidelines to Consider, retrieved from <https://www.acohen.com/blog/>

VICE PROVOST FOR UNDERGRADUATE STUDIES

The Center for Pre-College Programs

This Pandemic Recovery Plan provides information on how programs and services will be implemented by Center for Pre-College Programs (CPCP) personnel during the transitional phases of recovery.

Phase 0:

All face-to-face programs and services will be cancelled. Full-time and part-time personnel will work remotely using NJIT digital tools. Programs and services will be offered as appropriate to students and adults through virtual platforms. Hands-On Learning Kits will be shipped to parents/guardians to facilitate student engagement in summer instructional programs.

Phase 1:

On a case-by-case basis, members of the Leadership Team (Director of Early College Preparatory Programs, Director of TRiO, Director of Special Projects, Senior Manager of School Site Operations and School Engagement Advisor) and/or their administrative assistants will be allowed to report to their offices for brief periods of time, and only as required, to conduct specifically defined work. The authorized personnel will be held responsible for adhering to social distancing and all other known protocols to protect themselves as well as the health and safety of their CPCP and NJIT colleagues in the office setting and the campus at-large. The department will be closed to outside visitors, including students, parents/guardians, and vendors.

Phase 2:

The Executive Director, Director of Special Projects, School Engagement Advisor, Assistant to the Executive Director and each of the CPCP clusters will rotate working on site one day per week based upon a pre-determined schedule. CPCP personnel will resume working remotely for the balance of the week.

The department will be closed to outside visitors, including students, parents/guardians, and vendors.

Phase 3:

The Executive Director, Director of Special Projects, School Engagement Advisor, Assistant to the Executive Director and two clusters (one cluster for each of the two floors) will rotate working on site one day per week based upon a pre-determined schedule. CPCP personnel will

resume working remotely for the balance of the week. Students participating in CPCP-sponsored activities and their parents/guardians, and professional development attendees will be required to use the telephone outside Campbell Hall to request access to the department; otherwise, the department will be closed to outside visitors.

Full Recovery:

CPCP personnel will report to work unless contraindicated by a medical condition and/or other personal issues. Cluster staff will resume offering full programs and services to students and professionals face-to-face, and use virtual platforms where indicated.

The Educational Opportunity Program

This plan assumes the standards to meet state guidelines for recovery phases in order to protect and support the health, safety, and welfare of our students and staff while maintaining our commitment to fulfilling the University mission to provide services to students. We are currently in Phase 0. Based on the assessment of federal, state, and local regulations, NJIT will announce the periods of subsequent phases for a gradual recovery.

Phase 0:

100% online and 0% face-to-face

EOP has established a multi-faceted approach to communicate with students in their cohort groups through Google Hangouts, WebEx, phone calls, and emails. Jabber is being used to receive incoming calls to the office. All staff is attending meetings with clubs and organizations on- and off-campus through web conferencing. EOP uses the NJIT- EOP website to communicate current information about the office.

Phase 1:

75% online and 25% face-to-face

EOP will continue to meet with student cohort groups via Google Hangouts, WebEx, phone calls, and emails. In addition, EOP staff will assist students in mapping out and organizing the upcoming semester. Jabber will be used to receive incoming calls to the office. All staff will continue attend meetings with clubs and organizations on- and off-campus through web conferencing. EOP will use the NJIT- EOP website to communicate current information to students.

Phase 2:

50% online and 50% face-to-face

EOP will function mainly as a virtual operation. The staff will continue to advise students for the upcoming semester and work with clubs and organizations on- and off-campus via web –conferencing, phone and emails. To maintain the greatest safety for all, there will be minimal face-to-face contact. If a

campus meeting is warranted, attendees will adhere to social-distancing protocol and use personal protective equipment (PPE).

Phase 3:

25% online and 75% face-to-face

EOP staff will begin to advise students living on campus in person. All social-distancing and PPE mandates will be followed. Other students will continue to be advised through virtual video conferencing to maintain safety unless a face-to-face meeting is required.

The Office of Academic Advising

The following guidelines are or will be adapted by OAA personnel with each respective phase for the recovery of research operations. We are currently in Phase 0. Based on the assessment of federal, state and local regulations, NJIT will announce the periods of subsequent phases for a gradual recovery.

Phase 0:

100% virtual, 0% face-to-face:

Academic advisors are working with students via phone, email, and virtual video conferencing. They are continually assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Phase 1:

75% virtual, 25% face-to-face:

The OAA will continue to function virtually. Advisors will work with undergraduate students via phone, email, and virtual video conferencing. They will also be assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Phase 2:

50% virtual, 50% face-to-face

While adhering to social-distancing regulations, academic advisors will begin working with students in person. Advising via phone, email, and virtual video conferencing will continue, as well. All academic advisors, within the OAA, will be assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Phase 3:

25% virtual, 75% face-to-face

Academic advisors will increase in-person meetings with students. All social-distancing and PPE mandates will apply. They will be available via phone, email and virtual video conferencing, as well. All academic advisors, within the OAA, will be assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Learning Communities & First-Year Seminar (FYS)

The Learning Communities (LCs) & First-Year Seminar (FYS) administration and staff (peer mentors) must follow the specific social distancing and safety protocols, including the use of PPE as required by the University following the state of New Jersey and Federal guidance.

The following guidelines should be adapted at each corresponding phase for the recovery of the Learning Communities & First-Year Seminar operations. NJIT is currently in Phase 0.

Phase 0:

100% virtual and 0% face-to-face

The Learning Communities and First-Year Initiatives are continuing all operations and monitoring of students virtually. Additional activities/planning in Phase 0 include:

- Virtual training is being put in place and will be ready for execution in August, date already selected.
- Virtual platform will be in place for the Learning Communities to welcome, embrace and mentor the new incoming first-year students from day one
- Regular scheduled virtual meeting will be scheduled between mentors and associated student population (1 per month minimum)
- First-Year Seminar online platforms will be ready for the instructors to be trained and to welcome the students.
- The First-Year seminar will facilitate virtual student interaction and a virtual tour of the University and its resources. Students will get to know and become connected to NJIT although they cannot be on campus

Phase 1:

75% virtual and 25% face-to-face

This phase includes Phase 0 protocols with some adjustments, as needed

- Additional training will be conducted to ensure the mentors are aware and ready to abide by all safety and other necessary protocols
- Generate revised mentor schedules based on a converged mode
- Additional training will be conducted with the instructors to prepare them for the appropriate face-to-face interaction with students.
- Special grouping of first-year students will be developed to provide a guided and limited campus exposure to new students in a way that enables the team to contain and track their movements and activities.
- The First-Year seminar will facilitate virtual student interaction and a virtual tour of the University and its resources. Limited small-group visits (within mandated guidelines) will be scheduled on campus as the reintegration process begins.
- Testing of various activities and processes for first-year student needs will be delegated to peer mentors to avoid the unexpected as much as possible
- Learning Communities' Lounge will be ready with a cleaning, sanitizing plan as well as an appropriate recording method to ensure that it is adequately maintained, and attendants can be easily tracked.

Phase 2:

50% virtual and 50% face-to-face

This phase includes Phase 1 protocols with some adjustments as needed

- The LC First-Year Population will be strategically grouped in order to provide all students access to resources as they integrate into campus life.
- The First-Year Seminar online platform will be ready for full converged mode and the instructors will be trained accordingly and ready to welcome and accommodate the first-year students.
- Special grouping of first-year students will be developed to provide structured access and integration into the campus in a way that enables the team to contain and track their movements and activities
- First-Year students' group activities will coincide with their on-campus timing.
- The office will work with related first-year student partners such as (NSO, DOS, etc.) to ensure effective coordination
- An access schedule will be generated for the Learning Communities' Lounge to ensure controlled access only and appropriate maintenance.

Phase 3:

25% virtual and 75% face-to-face

The Learning Communities and First-Year Initiatives will revert to face-to-face operation, in the best way possible, to provide safe and efficient service and support for its target first-year student population.

This phase includes Phase 2 protocols with some adjustments, as needed

- Resume face-to-face and off-campus activities to support students' University connections such as common exam sessions, link course group review, support of academic department activities and other social and cultural events on campus.
- Schedule on-campus visits for appropriate resources such as advising, library, student life.
- Train, work and continuously communicate with peer mentors and FYS instructors to ensure that they are ready and aware of all governing guidance of operation for the LCs, FYS and the University overall.

Office of Accessibility Resources and Services

The following guidelines will be implemented for each recovery phase. The Office of Accessibility Resources and Services will utilize social distancing and follow the federal, state and local laws to ensure the safety of students and staff.

Phase 0:

100% virtual and 0% face-to-face

All exams/quizzes for OARS students are being administered by individual professors and academic departments online.

Phase 1:

75% virtual and 25% face-to-face

OARS anticipates that remote learning and instruction will continue. For online classes, OARS will assist instructors with proctoring and providing increased testing-time accommodations, to the extent possible.

Phase 2:

50% virtual and 50% face-to-face

In-person exams may commence. For classes that will be taught on campus, OARS will provide a staff person and two, or three, graduate students to be in the office to administer exams. For online classes, OARS will assist instructors with proctoring and providing increased testing-time accommodations, to the extent possible.

Phase 3:

25% virtual and 75% face-to-face

In-person exams will commence. For the classes that will be taught on campus, OARS will provide a staff person, or two, to administer exams with additional assistance from several of our graduate students. OARS will assist instructors to the extent possible with online classes.

The Learning Center

NJIT faculty, staff, and students at The Learning Center must follow specific social distancing and safety protocols, including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity plan.

Phase 0:

100% virtual and 0% face-to-face

Services are provided virtually. All TLC staff members continue to advise/mentor and tutor students through WebEx, phone or email. Workshops are offered, as scheduled, through WebEx and on demand, as requested. The staff also discusses ways to adapt systems to assist our students best.

Phase 1:

75% virtual and 25% face-to-face

Services will continue to be offered virtually. All TLC staff will advise/mentor and tutor students through WebEx, phone or email. Workshops will be provided as scheduled through WebEx and on demand, as requested. While maintaining strict adherence to social distancing and safety protocols, minimal visits to campus will be allowed. Staff will continue to discuss ways to adapt our systems to best assist our students.

Phase 2:

50% virtual and 50% face-to-face

Services to students will continue to be offered virtually through WebEx, phone or email. In-person campus meetings will increase as needed. All social-distancing and safety mandates will apply.

Phase 3:

25% virtual and 75% face-to-face

The Learning Center will increase on-campus activities. While student services and meetings will still be administered virtually, in-person meetings on campus may be scheduled. All social-distancing and safety mandates will apply.

Placement Testing

Phase 0:

100% virtual and 0% face-to-face

The Placement Testing Office is conducting business on a virtual basis and all testing is being done remotely. We are available via email (placementtesting@njit.edu) or phone (973-596-8389) during regular business hours 8:30am – 4:30pm.

Phase 1:

75% virtual and 25% face-to-face

The Placement Testing Office will conduct business mainly on a virtual basis and all testing will be done remotely. We will be available via email (placementtesting@njit.edu) or phone (973-596-8389) during regular business hours 8:30am – 4:30pm. The Associate Director will be on campus one day per week for face-to-face conferences by appointment only.

Phase 2:

50% virtual and 50% face-to-face

The Placement Testing Office will conduct business on a virtual basis with minimal face-to-face meetings occurring by appointment. All testing will be done remotely. We will be available via email (placementtesting@njit.edu) or phone (973-596-8389) during regular business hours 8:30am – 4:30pm. The Associate Director and/or staff will be on campus two days per week for face-to-face conferences by appointment only.

Phase 3:

25% virtual and 75% face-to-face

The Placement Testing Office will conduct business virtually while increasing face-to-face meetings, as well. Social-distancing mandates will be observed. We will be available on campus during alternate business hours at least 3 days per week and can still be reached via email (placementtesting@njit.edu) or phone (973-596-8389). The majority of testing will be done remotely. Appointments are required for face-to-face testing.

Pre-Health Programs

The following guidelines should be adapted with each respective phase for the recovery of research operations. We are currently in Phase 0. Based on the assessment of federal, state and local regulations, NJIT will announce the periods of subsequent phases for gradual recovery.

Phase 0:

100% Virtual and 0% face-to-face

All operations are being performed via remote tools and correspondence. These tools include utilizing Cisco WebEx for any student/staff/faculty meetings, Cisco VPN to access on campus data and computer servers, and Cisco Jabber to speak via remote telephone to person(s) who have no access to internet or Cisco WebEx services. NJIT Shared drives (accessible by Cisco VPN) are being used to centrally access and store all student and office data securely. This office will continue to utilize email correspondence as

a parallel instrument to maintain daily operational functions. For all NJIT University Pre-health Committee Interviews for the summer of 2020, all functions will be organized and performed via remote operations. All faculty/staff/students will utilize Cisco WebEx for interviews and subsequent correspondence by either email or Cisco WebEx or Jabber.

Phase 1:

75% Virtual and 25% face-to-face

While maintaining strict adherence to social distancing and safety protocols, all operations will continue to perform as outlined in Phase 0, allowing for occasional/minimal (when absolutely required) visits to campus. When a campus visit/meeting is required, all attendees will unconditionally follow federal, state and local regulations/protocols, to include use of personal protective equipment (PPE) by all students/staff/faculty. All meetings will require scheduled appointments. When possible, the meetings will be performed via established remote meeting tools (WebEx/Jabber/Google Meeting). All office and student data will be securely maintained utilizing NJIT Shared drives, accessible only via secure Cisco VPN accounts.

Phase 2:

50% Virtual and 50% face-to-face

Maintaining Phase 1 protocols, minimal/occasional on-campus meetings with students/staff/faculty will be organized, but only when necessary. All participants will be strongly encouraged to utilize remote access tools, defined in Phases 0 & 1. When campus meetings are convened, the use of PPE will be required and strict adherence to federal, state and local social- distancing protocols will be implemented to minimize risk and exposure. Similar to Phase 0 &1, all other functions will be performed remotely.

Phase 3:

25% Virtual and 75% face-to-face

Upon the relaxation of security and safety protocols set forth by federal, state and local regulations and in accordance with NJIT protocols, the Office of Pre-health will increase on-campus activities. While remote meetings and correspondence tools will be encouraged, well-coordinated in-person meetings on campus may be scheduled. All attendees will unconditionally follow federal, state and local regulations/protocols. This includes the use of personal protective equipment (PPE) by all students/staff/faculty and following proper social distancing guidelines.

New Student Orientation

Phase 0:

100% Virtual and 0% face-to-face

All in-person orientation processes are transitioned into online formats. Orientation software has been purchased to assist with the dissemination of information to all incoming students. A combination of this software and virtual sessions, hosted by the orientation leaders and

campus partners, will help to maintain a sense of community and connect students with the resources available to them at NJIT.

Phase 1:

75% Virtual and 25% face-to-face

Due to social-distancing guidelines and the number of students who participate, all orientation operations will be handled online to ensure the continued safety of the incoming students, their families, and the NJIT community. Orientation leaders will provide outreach to incoming students through email, social media and group messaging apps. The Associate Director will be available on campus by appointment only.

Phase 2:

50% Virtual and 50% face-to-face

The activities in phase 1 will continue in phase 2. The Associate Director will be joined by a graduate intern to assist in the orientation process and will be available on campus by appointment.

Phase 3:

25% Virtual and 75% face-to-face

Due to the volume of students that participate in new student orientation, many components will remain online throughout recovery phase 3. If on-campus face-to-face meetings are warranted, there will be significant social distancing, adherence to safety protocols, and restrictions on the number of students, families, and staff who will be able to attend.

Full Recovery:

When NJIT resumes normal operating procedures, all in-person orientation functions will be fully restored.

Writing Center Continuity Plan

NJIT faculty, staff, and students at the Writing Center must follow specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity 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>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health:" <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>
- 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 the Writing Center's operations.

Recovery Phases 0 and 1: All face-to-face operations at the Writing Center are halted and moved to a virtual environment.

- All tutoring services are to be offered via online sessions, via Googledocs and Googlechat, scheduled via our WCOOnline scheduling system. This will be a continuation of the Spring COVID-19 pandemic response.
- Exit interviews will be conducted with professional and peer writing consultants at the end of the semester to consider the online tutoring experience in Spring 2020. This, combined with the academic literature on online writing center consultations, will be used by the director to create training materials for writing consultants moving forward.
- No students will be able to enter or use any Writing Center facilities.

Recovery Phase 2: All face-to-face operations at the Writing Center remain halted and remain being conducted online.

- The Writing Center facilities remain closed to the general student population.
- Tutoring services will expand to incorporate a videoconferencing element, via Google Hangouts or Webex (TBD), to better replicate the in-person tutoring experience.
- Professional and peer writing consultants will participate in training on online writing center consultations, via the Writing Center's Canvas site.
- Appointments will shift from the WCOOnline scheduling service to the Navigate system, as was previously requested by the Advising Success Center.
- The peer tutoring program will be temporarily suspended, since much of the training is based on in-person mentoring from the professional writing consultants. Current peer tutors may continue if they wish.

Recovery Phase 3: Writing Center operations resume in a mixed in-person/online capacity and with strict social distancing.

- Regular scheduled or walk-in tutoring resumes in person, but scheduled sessions would also have the option of being held online, via GoogleDocs and a videoconferencing service.
- The Writing Center space in CKB G17 would be used exclusively for tutoring. Currently one of the rooms in the suite is in regular use as a classroom, a meeting room, and study space. That room would be reserved for tutoring only. Tables would be rearranged, or certain tables clearly marked as unavailable, in order to preserve social distancing.
- Hand sanitizer dispensers or disinfectant wipes should be made available for students and tutors in order to disinfect common tables, erasers, markers, and computers before and after use. Personal markers will be made available to tutors as well. Common pens would be temporarily removed, and notepads replaced by individual sheets of paper.
- Writing consultants and students would maintain social distancing. Laptops or printed papers would not be shared; consultant and student would each have their own document or computer file. Desktop computers already present in the Writing Center would be regularly sanitized, and, if possible, laptops provided for consultants or students who arrived without them.
- The director will coordinate a schedule for regular cleaning and sanitizing of the Writing Center's public spaces (everything but the director's office) with building services.
- All other state or university safety protocols must be strictly followed. The department chair and college dean should advise on any PPE deemed necessary or advised to be used during Phase 3.

Full Recovery: All Writing Center operations are restored fully with no specific social distancing requirements. In-person sessions would once again become the standard, although a to-be-determined number of online sessions would remain available, depending on demand. However, all facility and personnel safety protocols must be strictly observed.

Draft PPE Guide for Instructional Laboratories

Introduction:

Students engaged in instructional laboratory experimentation are required to wear appropriate personal protective equipment (PPE) for protection against potential laboratory hazards. In wet laboratories, this is taken to mean that students wear, at a minimum, a lab coat, safety glasses, and gloves while working in the laboratory. Based on the nature of the potential hazard present in the laboratory, required PPE may be increased to include, for example, cryogenic gloves for handling ultra-low temperature materials, full face shields for enhanced face protection, splash resistant chemical goggles, and hard hats and safety shoes for more industrial laboratory settings. Detailed information concerning PPE may be found in Appendix Z of NJIT's Chemical Hygiene Guide:

<https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/App%20Z%20-%20PPE%20Program%20WEB.pdf>

COVID-19:

The advent of the COVID-19 pandemic has required laboratory managers to reconsider the implementation of PPE programs in instructional laboratories. The NJIT Pandemic Recovery Plan includes the procurement and distribution of two reusable and washable cloth face coverings for each member of the campus community. The cloth face coverings are appropriate to be worn for most general campus, classroom, and office activities. However, in order to prevent the dissemination of potential contamination outside the laboratory, disposable PPE is favored in the laboratory environment.

Workplace Hygiene:

In addition to the use of appropriate PPE, instructional laboratories also need to implement sound workplace hygiene protocols, including:

- Monitoring of student and instructor health status
- Practicing adequate social distancing
- Practicing proper hand hygiene
- Practicing proper respiratory etiquette
- Decontaminating common touch surfaces

Disposable PPE:

To meet the needs of the instructional laboratory community, the NJIT Pandemic Recovery Plan also includes the procurement and distribution of disposable surgical masks, gloves, and protective gowns. These disposable supplies will be made available during phase 2 and phase 3 of the recovery process.

Standard PPE: Prior to the COVID-19 pandemic, the minimum level of PPE required for all basic instructional wet laboratory experimentation has included:

- Lab coat (cloth or disposable)
- Protective Eyewear (safety glasses w/side shields or goggles)

- Gloves (typically latex and powder free, non-sterile, nitrile gloves)

COVID-19 Standard PPE:

The advent of the COVID-19 pandemic has temporarily necessitated the use of disposable face coverings and other PPE in the instructional laboratory. The COVID-19 minimum level of PPE required for all basic instructional wet laboratory experimentation includes:

- Disposable face covering (surgical mask, procedure mask, or the equivalent)
- Disposable protective gowns (typically disposable lab coat or gown made from Dupont Tyvek or the equivalent)
- Disposable nitrile gloves (latex and powder free, non-sterile)

Additional Reusable PPE:

The disposable PPE described above is intended to be discarded upon completion of the laboratory session and not worn outside the laboratory (see waste disposal below). As much as disposable PPE is favored in the laboratory environment, it is inevitable that reusable PPE will also be required. Examples of reusable PPE include:

- Face shields
- Protective eyewear
- Hard hats

Assignment and Decontamination of Reusable PPE:

Similar to the disposable PPE described above, reusable PPE should also not be worn outside of the laboratory. Reusable PPE should be assigned to individual students and not shared between them. Reusable PPE should be decontaminated daily. Adequate decontamination procedures may include washing with soap and water, cleaning with disinfecting wipes, or cleaning with disinfecting spray. Reusable PPE should be stored in a clean and secure manner.

Donning PPE:

Upon entry to the laboratory, students will be required to don the PPE required for the course. Face coverings are required to be worn by all Americans when in public and the instructional laboratory is no exception. It is anticipated that students will already be wearing a fabric face covering when they arrive to the instructional laboratory. Immediately upon entry to the lab, students should remove their fabric face covering, store it properly with their personal belongings, and don the disposable face mask made available in the instructional laboratory. Care should always be taken when removing the fabric face covering. The face covering should always be handled by the straps, ties, or ear loops and avoid touching the inside surface of the mask that faces your nose and mouth.

Physical laboratory configurations differ between buildings and departments throughout campus. It is anticipated that a PPE table or section of bench will be needed, located in close proximity to the laboratory entrance, where instructors can lay out the required PPE for the course. It is important to avoid bottlenecks while students retrieve their PPE. Yellow tape or floor decals can be used to demarcate appropriate waiting points and circulation patterns

within the laboratory. Each department or instructor will need to develop course and laboratory specific protocols when implementing PPE guidelines to meet the needs of the course and the physical characteristics of the laboratory.

Removal of PPE:

Upon completion of the course activities, students should remove used PPE and discard in the appropriate laboratory waste container (see waste disposal below). Reusable PPE should be cleaned and stored for future use. Disposable PPE should be discarded in the appropriate laboratory waste container located in close proximity to the laboratory exit. Hand hygiene should be practiced prior to the removal of the facemask and protective eye wear. This is intended to limit potential contamination related to bringing a potentially contaminated gloved hand to the students face when removing used PPE. It is important to avoid bottlenecks while students remove and discard their PPE. Yellow tape or floor decals can be used to demarcate appropriate waiting points and circulation patterns within the laboratory. Each department or instructor will need to develop course and laboratory specific protocols when implementing PPE guidelines to meet the needs of the course and the physical characteristics of the laboratory. Hand hygiene should be practiced upon exiting the laboratory.

Disposal of Used PPE:

Instructional laboratories are routinely provided with waste containers to manage the various laboratory waste streams. Used PPE may be discarded as follows:

- General Instructional Laboratories (including chemical labs) should discard used PPE in the non-hazardous laboratory waste stream. This waste stream is typically collected in fiber drums, lined with plastic bags, covered, and labeled with the green NJIT Non-Hazardous waste label.
- Instructional Laboratories Engaged in Biological and Biomedical Experiments should discard used PPE in the biological waste stream. This waste stream is typically collected in Regulated Medical Waste boxes, lined with red bags, sealed, and labeled with the red NJIT Biological waste label.
- Note: In order for EHS to collect waste from instructional laboratories, all waste containers need to be properly packaged, sealed, and labeled. Open, overflowing, unlabeled, unsealed containers will not be collected. Detailed information regarding laboratory waste disposal may be found on the EHS website:
<https://www.njit.edu/environmentalsafety/waste-management>

Office of Dean of Students and Campus Life

Departments reporting to the Dean of Students are in the process of developing individualized plans to address student and campus safety and health. These plans are published on the NJIT digital repository and can be accessed through the links below. These plans are also included in their entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[Center for Counseling and Psychological Services \(C-CAPS\)](#)

[Office of Student Life and Fraternity and Sorority Life](#)

[Gourmet Dining Services](#) (provided at the end of this document)

[Residence Life](#)

Center for Counseling and Psychological Services (C-CAPS)

C-CAPS seeks to continue to provide quality, confidential services in line with ethical and legal guidelines; while also following protocols and guidelines established by the state, federal government and NJIT for pandemic recovery and reopening of the university. It is likely that many students will experience emotional reactions and mental health symptoms such as anxiety, grief, stress, depression and disruption associated with the COVID-19 pandemic. Flexibility in mental health service provision will be necessary to quickly adjust to changes that may occur with COVID-19 and reopening the university (e.g. rebound or second wave of infections). The guidelines below address C-CAPS services for each phase of pandemic recovery and reopening of NJIT.

Recovery Phase 0: All services remain remote.

- Individual and group counseling/psychotherapy are provided via telephone utilizing Jabber and via secure and confidential video technology.
- Appointments are scheduled primarily via telephone (or via e-mail at times).
- Staff meetings and case conferences are conducted via video technology

Recovery Phase 1: On-campus operations are resumed with minimal in-person services and maximized physical distancing.

C-CAPS Facilities and Administrative Plans include:

- One-way traffic—with entrance through the front door and exit through the back emergency door (this door is currently not alarmed and has not been alarmed)
 - A camera is requested for this area to enhance safety for those exiting
- Social distancing in the waiting area (reduce the number of chairs in the waiting area, no more than two people seated in the waiting area)
- Plexiglass protective shields at the Administrative staff's station for personal protection
- Signage to indicate C-CAPS procedures for entry to the office and signage to remind students of good hygiene practices for COVID-19
- Distancing reminder floor markings/signage (e.g. arrows, taped areas) to facilitate physical distancing
- Touch-free hand sanitizer dispenser inside the suite (ideally multiple dispensers in the suite at the door to each office)
- Enhanced and routine cleaning of offices, waiting and reception areas
- Keyed bathroom entry for controlled access to the bathroom for the floor with the key available and provided upon request by C-CAPS office staff. (C-CAPS is the only office on the floor and the bathrooms accessible to the office are a single-stall bathroom in the Ladies room and two stalls in the Men's room).
- Staggered staffing shifts (with vulnerable/higher-risk and individual staff members needs considered) – no more than 3 clinical staff members in the office/day

- Staff meetings, case conferences and supervision will be held virtually
- Use of PPE by all C-CAPS staff (face shields and masks, gloves for cleaning) and face covering for all students, staff and faculty accessing C-CAPS services
- Physical distancing will be practiced in common office areas (e.g. no more than one person in the file room at a time, no congregating in the reception area or by the Administrative staff area)
- Supply of face masks on hand for students in case face covering is needed
- Appointment scheduling will be done via telephone to limit traffic in the office (or via e-mail at times).
- Appointments will be spaced to allow cleaning after face-to-face appointments
- Students arrive for scheduled appointments at the time of the appointments (no drop-in visits, stop-ins to say hello or check-ins). No socializing in the waiting area.
- C-CAPS clients contact the office via a telephone call before entering the building at appointment time.
- In crisis situations – Staff and faculty who walk over a student should call before walking the student to C-CAPS
- Companions or people who accompany someone to C-CAPS who chose to wait for the person receiving services should wait outside of the office for the person – the companion should not wait in the waiting area
- Faculty/staff who refer someone to C-CAPS are encouraged to call with the student to schedule the initial consultation. Students should not be routinely walked over to C-CAPS. In the rare occurrence where a student is walked over, the faculty or staff member is asked to call ahead to inform C-CAPS that someone is being walked over to the office. The potential client should be walked to the outer door and C-CAPS should be called from the outer door.
- Relaxation space will be used for only extremely distressed students and a time-limit will be encouraged for use of the space

C-CAPS Service Plans include:

- Hybrid service delivery with telemental health services being the primary mode of service delivery (telephonic and video telehealth services)
- WebEx staff meetings
- Hybrid delivery of individual counseling/psychotherapy services
- Hybrid of telemental health services and in-person services will to be practiced. In-person services will be limited to clients who will most benefit from these interactions (e.g. unable to participate in telemental health in a confidential manner due to living situations, crisis services, or other circumstances whereby the C-CAPS staff member determines that in-person services are optimal or provide a significant benefit).
- Workshops, and other psychoeducational programming can be performed in a virtual environment
- Group therapy can also be provided virtually, however in-person may be preferred when possible. In-person groups should be conducted with no more that 6-8 persons in a space suitable for adequate social distancing

- Virtual drop-in groups will be provided to possibly address increased demand for services
- Students will be sent the triage form prior to appointments and will be asked to bring the completed form with them
- Appointment scheduling via telephone to limit traffic (or via e-mail at times)

Recovery Phase 2:

- C-CAPS Facilities and Administrative Plans as above
- C-CAPS service delivery focused on an optimal balance between telemental health and in-person services
- Hybrid of Telemental health services and in-person services will continue to be encouraged with possibly an increased level of in-person services. In-person services will be focused on clients who will most benefit from these interactions (e.g. unable to participate in telemental health in a confidential manner due to living situations, crisis services, or other circumstances whereby the C-CAPS staff member determines that in-person services are optimal or provide a significant benefit).
- Possibility for enhanced in-person groups, workshops and psychoeducational programming with limited participation and sufficient space to allow appropriate physical distancing
- Virtual drop-in groups may be continued to possibly address increased demand for services

Recovery Phase 3:

- In-person individual, group and psychoeducational services will be restored to higher levels, however a hybrid of telemental health and in-person services may be maintained depending upon student needs and preferences.
- Consideration for vulnerable/higher-risk staff members may be maintained.
- Limited additional seating may be added to the waiting area.
- As appropriate, virtual staff meetings, case conference and supervision may be continued
- Walk-in appointment scheduling and triage hours may be resumed as appropriate
- More flexible policies with check-ins and drop-ins and client use of the Relaxation Space

Full Recovery:

- Resumption of in-person individual, group, workshop and psychoeducational services
- Some level of hybrid services may be maintained in association with students' needs and preferences and to provide services for online students

C-CAPS needs include:

- Plexiglass protective shields at the Administrative staff's station for personal protection
- Plastic Face Shields (optimal for face-to-face counseling and psychotherapy meetings), N95 masks if available, appropriate face masks/coverings
- Supplies of hand sanitizer, antibacterial wipes for general cleaning and cleaning between appointments, Lysol aerosol spray and gloves
- On-hand supply of face masks for students
- Touch -free hand sanitizer dispenser(s)
- Possible funding for a secure, confidential platform for video telehealth services (this is being offered by most college counseling centers)
- Keyed bathroom entry for limited access to the bathroom. The key will be kept in C-CAPS office for use upon request. (C-CAPS is the only office on the second floor and the bathroom accessible to the office is one-stall for the Ladies room and two stalls for the Men's room)
- Installation of a camera in the stairwell of the back emergency exit area to enhance safety for those exiting with one-way traffic

Challenges:

- Possible inadequate staffing and lack of funding to increase staff
- Space for providing group therapy, workshops and psychoeducational programming was limited prior to the pandemic. With the need for physical distancing, locating appropriate space that allows for adequate social distancing may be even more limited.
- Student adjustment and compliance with the restrictions associated with physical distancing, use of face coverings and changes in policies and practices may be challenging.
- Staff/faculty adjustment and compliance with changes in policies and practices may be challenging.

Fall 2020 Reopening Plans: Offices of Student Life and Fraternity and Sorority Life

BUDGET/RESOURCES REQUIRED:

- **Plexiglass** to be installed at both the front and back office at the reception desks
- Lysol/clorox wipes for office staff and student organization offices
- Disposable masks or washable cloth masks
- Face shields for staff who need to hold one-on-one confidential meetings
- Disposable gloves
- Brightly colored Gaff tape
- Large hand sanitizer bottles & Refills
- Bulk Tote bags or plastic bags (at least 1000 for the Fall Semester to start) for Food Pantry
- Plastic display holders

Recovery Phase 0

1. OFFICE OPERATIONS

Based on university guidance, staff may begin rotating minimal office coverage to receive mail/deliveries and address student questions for those approved to live on-campus. All meetings with staff and students will remain virtual. Staff will predominantly continue working remotely. Student staff will be limited to those students who can perform duties virtually.

2. EVENTS

All OSL, OFSL and student organization events will continue to remain virtual with emphasis on social media engagement, asynchronous opportunities for virtual trainings, programs and workshops for students. Staff will continue to develop new strategies to encourage students to connect with each other virtually as well as instill pride in the institution.

3. STUDENT ORGANIZATIONS

Student organizations will continue to meet and hold events virtually and staff will continue to advise and regularly meet with leadership virtually.

4. FACILITIES

All facilities will remain closed to the general NJIT community including lounges, student organization offices, the game room and the food pantry. The food pantry will continue to pre-package bags of food for pick-up by appointment only on specified days/times.

Recovery Phase 1

1. OFFICE OPERATIONS

Staff will begin rotating minimal office coverage to receive mail/deliveries and address student questions for those approved to live on-campus and attend classes. All meetings with staff and students will remain virtual. Staff will continue working remotely when not scheduled in the office. Student staff will be limited to those students who can perform duties virtually.

2. EVENTS

The majority of OSL, OFSL and student organization events will continue to remain virtual with emphasis on social media engagement, asynchronous opportunities for virtual trainings, programs and workshops for students. Staff will continue to develop new strategies to encourage students to connect with each other virtually as well as instill pride in the institution.

3. STUDENT ORGANIZATIONS

Student organizations will continue to primarily meet and hold events virtually and staff will continue to advise and regularly meet with leadership virtually. Access to funding will continue to be provided to student organizations per updated guidelines provided by the Student Senate and Graduate Student Association.

4. FACILITIES

All facilities will remain closed to the general NJIT community including lounges, student organization offices, the game room, the prayer room, and the food pantry. The food pantry will continue to pre-package bags of food for pick-up by appointment only on specified days/times. Student staffing will be very limited based on need only as determined by the Assistant Director of Commuter Life & Operations.

Recovery Phase 2

1. OFFICE OPERATIONS

Professional staff will be scheduled on rotation at 25% coverage to limit the number of staff in the office on a given day. Staff will continue working remotely when not scheduled in the office. One student staff member may work at a time in the front office, and two maximum in the back office (one at the reception desk and one at the small conference table). Student staff will be provided with masks and gloves when needed and will be instructed to wipe all surfaces down at the beginning and end of their shifts.

The front door to the front and back offices will remain open and social distancing measures will take place to ensure students are remaining 6' apart while waiting to enter the office or speak with an administrator. Tables will be removed in the fourth floor lounge to allow for lines to be created to enter the office. Sofas in our front and back lobby areas will be removed and

chairs will be spaced at a safe distance around existing tables. *All students will be encouraged to make appointments with staff in advance and whenever feasible.*

Meetings: Staff conducting one-on-one meetings will continue virtually or may take place in person while maintaining a safe social distance of 6' feet within individual offices or conference rooms. All meetings with more than two individuals must be held either virtually or in a 4th floor conference room. Tables must be wiped down following all group meetings.

Conference rooms/tables and lounges: Chairs will be spaced out appropriately around all conference and lounge tables to ensure students and staff maintain social distancing.

2. EVENTS

Size and Scope: Events sponsored by OSL, OFSL and student organizations may be permitted to be held on campus but ***not to exceed 25% of room capacity or 25 individuals maximum*** (whichever is less) in approved event spaces. However, virtual events and meetings will be the predominant method of delivery. Attendees will be required to wear masks while in attendance at all events indoors, and encouraged to wear masks outdoors. For programs in which seating is provided, staff and students must ensure that social distancing measures are in place including spacing out seating by 6' and/or eliminating seating. Larger events may be offered multiple times and pre-registration will be required.

All programs must also include a virtual option for attendance. Traditional large campus-wide events such as Homecoming, Student Involvement Fair, and Pancakes with the President will either be postponed or restructured to minimize in-person contact and include virtual options. When food is present, food must be served by staff or Gourmet Dining with gloves, or pre-packed/single-serving items must be purchased.

Check-In: OSL, OFSL and student organizations will be required to utilize the RSVP function in Highlander Hub to limit attendance. In addition, students and staff must ensure that precautions are taken to maintain social distancing while attendees are waiting to enter events. This includes having a clearly defined waiting line with attendees 6' apart and a clearly marked entryway and exit(s).

Attendees: All events will only be open to the NJIT community; *non-NJIT guests will not be permitted* at OSL/OFSL and student organization sponsored events.

3. STUDENT ORGANIZATIONS

Guidelines created and disseminated: OSL will develop and train student leaders on updated guidelines and procedures for hosting in-person student events at NJIT as well as safety precautions. These guidelines will be developed in coordination with university guidance and in

partnership with the COVID-19 Task Force, Strategic Events and Conference Services, Facilities, Gourmet Dining, and the Dean of Students office.

Review and Approval: All student organization events will be heavily vetted by the staff in OSL and OFSL in order to review and ensure social distancing and precautionary measures are utilized for all on-campus events. All travel requested will be reviewed based on guidelines provided by the university. Social events with alcohol will not be permitted.

Social Events CHALLENGE: A particular challenge will be managing chapters with privately owned houses and working with their national leadership to adhere to social distancing guidelines in their houses and abide by the limitation of events with alcohol.

4. FACILITIES

Food Pantry: Following best practices, the Food Pantry will remove the “client choice” model and move to pre-packed bags. Students will make appointments through an online reservation system for bag pickups. New users will be contacted by email in order to sign the waiver. When students arrive they will specify any dietary restrictions as pre-packed bags will be either vegetarian or meat, with the ability to swap items if there is an allergy or specification. Student workers will be required to wear a mask while working. During student appointments, students will not be allowed past the desk area, with the student employee checking IDs and handing over bags from behind the desk area. Tape will be placed on the floor marking where students can stand. Appointments will be staggered and students will not be able to come in groups. Students will also not be able to use their own reusable bags or return items that were not used. Donations coming in that are not packed from Amazon will have their packages wiped down with lysol wipes before being sorted or packed.

Gameroom: The Gameroom will reduce operations to allow 25% of the maximum capacity which is a **25 person maximum** (with a 100 person maximum normally). Pending approval, the bowling alley may operate first come first serve and will be limited to 1 game per group. The lanes will be staggered to use only three lanes at one time with three people maximum per lane maximum, except when the bowling team is using the space while the space is closed to the NJIT community. The bowling team will be required to wipe down any surfaces touched not including personal bowling balls. The Billiards Club will be subject to the same cleaning procedure for the tables they are using.

Regular cleaning of the Gameroom will be conducted by two closing staff each day which includes sweeping, wiping down of high-touch surfaces, and refilling hand sanitizers for the next day. The two-person staff will be adjusted so that 1 staff member is behind the desk, able to handle a smaller number of patrons, and 1 student staff member will be at the door, ensuring the head count to keep social distancing procedures. The chairs and tables outside of the game room may be removed to allow a social distancing waiting line with floor stickers. Billiards Tables will also be limited to 3 people per table with only 3/5 tables open at a time.

The back seating area will be limited, with signs posted to not move tables or chairs to ensure social distancing is followed.

Student Organization Offices: In coordination with the Campus Center staff, student organizations that are assigned office spaces in the Campus Center must adhere to social distancing measures in their offices. This includes limiting the number of students in basement offices to no more than two individuals at one time, and no more than four individuals in 4th floor offices. Doors should remain open during office hours and when students are present.

Prayer Room: The prayer room will be open to NJIT students with a maximum of 3 students at a time. Group prayer requests will follow the same guidelines for event and room maximums under each recovery phase.

Recovery Phase 3

1. OFFICE OPERATIONS

All departmental and student organization offices will be open during normal business hours with the 50% of staff working in the office daily. Considerations will be made for vulnerable individuals in terms of scheduling meetings and office hours. Virtual meetings will still be offered when scheduling one-on-one and group meetings with students. Attention will still be given to effectively clean surfaces and keep doors open when possible. Social distancing will be practiced in waiting areas and lounges, and masks will continue to be worn indoors.

2. EVENTS

Events sponsored by OSL, OFSL and student organizations may be permitted on campus in approved event spaces given capacity limitations set forth by the state of NJ and the Secretary of Higher Education and guidelines provided by Strategic Events and Conference Services. Social distancing must continue to be enforced. Precautions will be taken to ensure that attendance is maintained throughout events including utilizing the Check-In App and RSVPs in Highlander Hub. Virtual programming must continue to be offered for all events and meetings. Masks must be worn indoors but will not be required in outdoor spaces. Off-campus travel will be considered pending the status of travel across the country and globally at that time. Social events with alcohol will not be permitted.

3. STUDENT ORGANIZATIONS

All student organization sponsored events will continue to be vetted by the OSL and OFSL staff to ensure event attendance is monitored and guidelines are adhered to. Non-NJIT guests may be permitted to attend with approval from OSL and OFSL staffing; guest lists or pre-registration will be required.

4. FACILITIES

Food Pantry operations will continue as fully functioning with established and published open hours. Only two students will be allowed to shop at one time. Students may also request to have a pre-packed bag of groceries available for pick-up which will be coordinated by staff.

The Gameroom will reduce operations to allow 50% of the maximum capacity which is a 50 person maximum (with a 100 person maximum normally). Regular cleaning of the Gameroom will be done by the 2 closing staff each day which includes, sweeping, wiping down of high-touch surfaces, and refilling hand sanitizers for the next day.

Student Organization Offices: In coordination with the Campus Center staff, student organizations that are assigned office spaces in the Campus Center must adhere to social distancing measures in their offices. This includes limiting the number of students in basement offices to no more than 2 individuals at one time, and no more than 4 individuals in 4th floor offices. Doors should remain open during office hours and when students are present.

Prayer Room: The prayer room will be open to NJIT students with a maximum of 3 students at a time. Group prayer requests will follow the same guidelines for event and room maximums under each phase. Group prayer requests will follow the same guidelines for event and room maximums under each recovery phase.

Reopening Guidelines: NJIT Residence Life

Guidelines for All Phases Continue to Practice Good Hygiene

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.

People Who Feel Sick Should Stay Quarantined

- Do not go to class or work.
- Where possible, avoid contact with others.
- Contact your healthcare provider or Student Health Services prior to visiting, and notify Residence Life immediately.

Phase One

- Residence halls remain closed except for authorized students.
- Social distancing required.
- Guest privileges suspended.

Phase Two

In effect as of June 15, 2020 per Stage 2 of Gov. Phil Murphy's "Road Back" plan.

- Limit travel to and from campus. Residents should be aware that by returning to campus from areas where distancing is not practical, they could carry the virus back to campus.
- Practice social distancing. Where possible, stay at least 6 feet apart from others and wear a face covering in all common spaces including entranceways and building corridors.
- **Common areas are closed.**
- Guest privileges suspended. Residents may not host guests from off-campus or other residence halls unless necessary and approved by Residence Life. Greek Village included.
- Limit other students from entering your room unless it is necessary. Use virtual communications as appropriate.
- Adhere to one directional stairwell instructions, where designated, and hall-specific floor bathroom, elevator, kitchen, and laundry room use policies to minimize traffic in enclosed spaces.

- Residents are required to schedule an appointment with Residence Life Office staff through Navigate for in-person services. All other communication with Residence Life staff, unless in emergency situations, will be conducted virtually as appropriate.
- Residence Life sponsored community activities and events will mostly be conducted virtually, although per Stage 2 of Gov. Phil Murphy's "Road Back" plan, approved events may have a maximum attendance number of 25% of room capacity or 50 people, whichever is less; 100 participants may gather for outdoor events with social distancing measures in place.

Phase Three

- Limit travel to and from campus. Residents should be aware that by returning to campus from areas where distancing is not practical, they could carry the virus back to campus.
- Practice social distancing. Where possible, stay at least 6 feet apart from others.
- Common spaces will open with occupancy restrictions to maintain social distancing.
- Guest privileges remain suspended for all on-campus residents including the Greek Village. Residents may not host guests from off-campus or other residence halls unless necessary and approved by Residence Life.
- Adhere to a hall-specific floor bathroom, elevator, kitchen, laundry room, and building Residence Life Office use policies to minimize traffic in enclosed spaces.
- Events sponsored by Residence Life will be permitted where social distancing can be maintained and face coverings worn.

Phase Four

- Residents should consider minimizing time spent in crowded environments.
- Community spaces open without restriction.
- Guest privileges resume.

Quarantine Process & Meal Delivery

If a resident has COVID-19 (suspected or confirmed):

- Residents with COVID-19 symptoms and their roommates/suitemates and close contacts will be required to self-isolate for 14-days off-campus or in their current living quarters unless one is assigned to Redwood Hall. Redwood Hall residents will be temporarily relocated to a single room with a private bathroom due to the nature of Redwood Hall's traditional common floor bathroom.

- Residence Life staff will coordinate daily meal delivery for all quarantined students on-campus whether or not they purchased a dining plan. Students without meal plans may be charged a daily rate for meals while in quarantine.
- The Dean of Students and Campus Life, Public Safety, and Facilities Services will be notified of all students placed in quarantine by Residence Life. **Students will be provided an alternative option for their work, such as remote instruction.**
- Parental notification will take place for any impacted minor.

Shared Bathrooms (Redwood Hall)

- Shared bathrooms will be cleaned regularly (e.g., morning, evening, and after times of heavy use).
- Bathrooms will be continuously stocked with soap and paper towels.
- Residents must use the specific bathroom located on their assigned floor. Door codes will be assigned to students to control facility use on each floor.
- Residents Recommend residents use a tote for personal items to limit their contact with other surfaces in the bathroom.

During Phases Two and Three, residents must wear a face covering

PROPER STEPS FOR RESIDENCE LIFE ROOM STERILIZATION

1. Ensure that each custodian/supervisor entering the room is wearing proper PPE. Those items include: Nitrile Gloves and N95 Particulate Respirators (or comparable brand)
2. Dilute disinfectant product (Spartan's hdqc-2) to the proper water-to-chemical dilution ratio, if not already pre-diluted, using slop-sink mounted dilution center or bucket with water.
3. Pre-clean all surfaces within the room using Spartan's hdqC-2 Cleaner/Disinfectant and wipe clean to ensure that all surfaces are free of any dust or loose debris.
4. Apply Spartan's hdqc-2 to all surfaces within the space using a spray bottle or cleaning cloth with product pre-sprayed on it. NOTE: If cleaning a floor, apply product with microfiber mop and bucket.
5. DO NOT wipe surface clean of disinfectant. Ensure that you allow all surfaces to air dry to ensure proper sterilization.
6. Spray entire room with Victory Electrostatic Spray Gun on the way out to ensure that any cracks, crevices and hard to reach places are disinfected.

Athletics

The Athletics department is developing plans to ensure compliance with all federal, state, and local guidelines as well as the guidelines for athlete safety put forth by the NCAA. The Athletics plan can be viewed using the link below. It is also included in its entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[Department of Athletics and Physical Education](#)

Department of Athletics & Physical Education Recovery Plan

The Department of Athletics & Physical Education's recovery plan is constructed using the parameters outlined by institutional, regional, state, federal, and NCAA guidelines. The ultimate goal of the plan is to provide an environment that focuses on preventing the spread of the COVID-19 virus through containment strategies such as identification and isolation while also ensuring that social distancing, sanitation and good hygiene practices are daily operational standards in the department. These are complimented by an aggressive educational campaign. The ultimate goal is to provide a safe environment as we progress through the various phases of the recovery.

It is essential that the plan addresses the unique aspects of the department and is comprehensive enough to accommodate our internal and external constituents. The department serves NJIT's student-athletes and athletic staff, students, faculty, alumni & NJIT community, as well as a visiting community (visiting teams, fans, outside event staff and groups.) An additional factor that has to be considered is the extent of travel required by NJIT's athletic teams and staff especially given our membership in the ASUN Conference. Much of this required travel is outside of our region.

Our staff and student athletes within the Department of Athletics, are committed to following all the necessary and recommended protocols for hygiene and safety including the use of PPE and physical distancing. The following guidelines are the strategies to be adopted by the Department of Athletics to ensure that we are aligned with the overall institutional recovery plan as we collectively progress through the respective phases of recovery.

Recovery Phase 0: No in-person operations except for essential staff. Athletics business operations are functioning remotely.

- No activities. All athletic facilities (WEC, Naimoli, Warren Street Fitness Center) are closed.
- Minimal employee visits to office. Must be for essential tasks and must be pre-approved/pre-scheduled.
- All student-athletes remain off-campus and all team activities are done virtually.
- Procure necessary PPE and sanitizing products
- Educational outreach to staff and student-athletes in anticipation of return
- Begin preliminary remote screening of student-athletes and staff

Recovery Phase 1: Reintroduce in-person operations at a reduced capacity (gatherings must be < 10). A majority of athletics operations will continue to be conducted virtually.

- The facilities remain closed to the general student population and NJIT community

- Require use of PPE, strict social distancing and practice good hygiene. Hand sanitizer dispensers or disinfectant wipes strategically placed throughout the facility.
- All individuals must be screened upon entering the athletic facilities.
- Staggered work schedule for staff authorized to return to campus for work
- Aggressive educational campaign throughout facility

Recovery Phase 2: Increase in-person activities and but they must be done in a reduced capacity (<50) with social distancing & personal hygiene measures.

- The facilities remain closed to the general student population, but are opened to authorized athletic staff and student-athletes.
- All athletic activities are designed to satisfy social distancing requirements
- PPE necessary and hand sanitizer dispensers or disinfectant wipes are strategically located
- All individuals must be screened upon entering the athletic facilities
- Staggered work schedule for staff and ensure that vulnerable population continue to work virtually.
- If classes are in-person, collegiate athletics activities will resume (practice)
- Locker rooms, weight room, and fitness center remain closed

Recovery Phase 3: Operations resume with no staffing restrictions. Encourage social distancing and minimize time spent in crowded

- Regular athletic activities resume while continuing to practice social distancing measures
Restrict fan access to competitions
- Strategic scheduling of team practices to reduce density.
- Locker rooms, weight room, and fitness center may reopen as long as they can be properly sanitized
- PPE use advised and hand sanitizer dispensers or disinfectant wipes are strategically located
- Vulnerable population can return but social distancing is necessary
- All other state or university safety protocols must be strictly followed.

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

Despite returning to normal, travel for athletic staff and athletes must be closely monitored for possible hot spots.

Resources utilized for the development and ongoing of evolution of the Athletics Department's Pandemic Recovery Plan include:

- 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>
- White House Plan for Opening up America Again:
<https://www.whitehouse.gov/wpcontent/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>
- NCAA Sports Science Institute "Core Principles of Resocialization of Collegiate Sport:"
<http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>
- American College Health Association "Consideration for Reopening Institutions of Higher Education in COVID-19 Era:"
https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf
- NATA Intercollegiate Council for Sports Medicine (ICSM) "Pre-Return and Return-to-Campus Preparation and Communication Plan:"
https://www.nata.org/sites/default/files/icsm_return_to_campus_packet_covid19.pdf

Research Continuity: Phased Recovery Operations

The Office of Research has developed a plan to safely reopen university research labs following federal, state, and local guidelines. The Research Continuity Plan can be viewed at the link below. It is also included in its entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[Research Continuity: Phased Recovery Operations](#)

Research Continuity: Phased Recovery Operations

NJIT faculty, staff, and students at research facilities 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 research continuity 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 research operations.

Recovery Phase 0: All non-essential research operations halted. Essential research operations follow strictest social distancing and safety protocols with only essential staff.

- Safety within laboratories must be rigorously maintained with adequate access to PPE and other safety related supplies. Labs will not be authorized for access unless adequate safety supplies are identified as being available. PIs must identify by name the people that will be considered essential personnel (including replacements/backups). During this time all essential research operations (ERO) must be approved by chair, dean, and the senior vice provost for research through the emergency research continuity plan process currently in place.
- Research involving human subjects that requires face-to-face interaction with human subjects is halted.
- Research that can be conducted remotely should be continued to the extent possible.

Recovery Phase 1: Minimal research operations approved through chairs, deans and senior vice provost for research to pursue time-sensitive priority research such as projects related to COVID-19 response; approved Essential Research Operation (ERO) plans in Phase-0; long-term research experiments with cell-lines, animals, and human subjects that were already underway before Phase-0; grants and contracts expiring within six months; submission of proposals in response to special solicitations (Requests for Proposals); and projects involving students with graduation requirements.

- Requests for projects considered time-sensitive should be directed to departmental chairs. The dean and senior vice provost for research will provide guidance as needed.
- All research operations at NJIT facilities in this phase must follow the highest possible level of social distancing implemented.
- Research that can be conducted remotely should be continued to the extent possible.

Recovery Phase 2: Most research operations, whether sponsored through external grants and contracts or internally funded, may be restarted through the approval of department chairs using significant social distancing and safety protocols with restrictions on the number of researchers and staff present in laboratories at one time.

- The Phase 2 restart may require developing flexible work schedules, planning for supply chain issues, and preparing core and fabrication facilities in advance of need. To ensure social distancing requirements and to reduce density of research personnel in university research spaces, the lab directors should consider permitting flexible lab access schedules, work shifts or staggered workdays, and extended facilities support to enable more round-the-clock operation of research facilities. Under no circumstances should safety be sacrificed due to lack of adequate supplies, type, and quality of PPE.
- Research that can be conducted completely remotely or in addition to the on-campus operations should continue to be conducted in that manner.

Recovery Phase 3: Most research operations on funded and unfunded projects along with research required for future proposal submissions are restored with minimal social distancing and personnel safety protocols.

- Group meetings and research presentations with faculty, staff and students should be restricted and kept to a minimal size protecting any vulnerable participants. If possible, these meetings should continue to be held online until we reach a state of full recovery.
- Other laboratory safety protocols must be strictly followed.
- Research that can be conducted completely remotely or in addition to the on-campus operations should continue to be conducted in that manner.

Full Recovery: All research operations are restored fully with no specific social distancing requirements. However, all laboratory and personnel safety protocols must be strictly followed.

This document refers to research conducted on the NJIT campus in Newark, NJ, including the physical campus and activities that have direct contact with individuals (human subjects) anywhere. Satellite locations, such as the Big Bear Solar Observatory in California, must follow a similar phased approach informed by local conditions.

Administrative Plans

Because administrative office plans often contain staff names and contact information, they are stored in the university's document repository and are accessible to anyone with an NJIT UCID and email. These plans are also included in their entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[Academic Information Systems](#)

[Department of Human Resources](#)

[Events Recovery Plan](#)

[Finance Division](#)

[Guidelines for Phased Administrative Areas Reopening](#)

[Information Services and Technology](#)

[Office of Development & Alumni Relations](#)

[Office of Institutional Effectiveness](#)

[Office of Research](#)

[Office of Strategic Initiatives](#)

Academic Information Systems Recovery Plan

The AIS staff have proven to be remarkably effective in fulfilling timely and successfully all requests from units they serve while working remotely. Given that the AIS staff is limited and since most projects handled by AIS are critical and considered time sensitive, remote operation in all phases 0, 1, 2, and 3 will be favored to minimize the possibility of any single staff member becoming incapacitated due to infection.

Recovery phase 0 – Campus closure, except for essential staff

- AIS Staff will support all areas remotely.
- Staff will follow the protocols listed in Appendix A.

Recovery phase 1 – Minimal student presence on campus

- One or two staff members will work onsite per week on an as needed basis with the majority of the staff continuing support remotely.
- To ensure minimal potential spread of infection, staff members will be assigned to only work in their designated offices and maintain social distancing if more than one are in the office area at a given time.
- Staff members working on site will be using PPE as per university guidelines
- Staff will follow the protocol shown at the end of this document.

Recovery phase 2 – Minimal campus activities

Given the nature of the AIS tasks and responsibilities, the protocol of Recovery phase 2 will be identical to that of Recovery phase 1.

Recovery phase 3 – Minimal social distancing

The percentage of AIS staff operating on campus will increase relative to phases 1 and 2, especially as their presence in meetings with other units that will be held face-to-face may be required; otherwise, remote operation will continue as in phases 1 and 2.

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

Protocol for Phase 1, 2 and 3

- AIS staff will have a daily status call every morning to evaluate and coordinate support.
- Weekly meetings on Tuesday with enterprise computing to ensure all projects are addressed in a timely fashion.
- Meetings with the IST leadership team on an as needed basis to enable communication of all IT projects and initiatives within the student and academic area.

- Weekly meetings with the Registrar's office on Thursday to coordinate projects for that area.
- Weekly meetings with the financial aid office on Friday to coordinate tasks for the following week.
- Other meetings such as BSTL, BCM upgrade, GANS, Placement, EOP etc. will continue to follow the on-site schedule.
- WebEx will be used for meetings and communication in addition to Jabber phone.
- Student related priority tasks will be distributed daily to AIS team members.
- All office status updates will be provided on a google document daily.
- Supervisor Rowena Carlos will be contacted via phone in case of an emergency.
- Backup personnel to be contacted will be Johnny Wong and Byron Ordonez.
- AIS will fulfill requests received via emails daily and in a timely fashion.
- AIS will monitor the Cherwell ticketing software and address them daily.
- Production and regular support issues will be given priority during this time and ongoing projects will be worked on as the workload permits.
- Existing weekly scheduled status meetings with departments will be conducted using Webex and phone.
- Meeting project leads will coordinate and communicate work and priorities.
- The AIS group email (ais@njit.edu) should be used to communicate new requests and support issues; new requests will be prioritized and delegated appropriately by the supervisor and the backup personnel mentioned earlier.

Department of Human Resources: Phased Recovery Operations

The Department of Human Resources (HR) has the capability to perform all essential functions remotely. To prepare for a return to campus and to be able to deliver in-person services, HR has adopted specific guidelines to be adhered to during each respective phase of the recovery plan, including social distancing and safety protocols. The use of personal protective equipment (PPE) will be guided by institutional, state and federal guidelines.

HR has ensured that each essential function can be performed efficiently while working, remotely. In the unfortunate circumstance where a staff member may be out of work for a prolonged period due to illness or the need to care for a family member with an illness, a back-up has been designated to ensure there is no lapse in service.

Recovery Phase 0: All essential functions are performed remotely. Communication with faculty, staff and external constituents to be conducted via email, WebEx or telephone, as required by social distancing guidelines.

- All HR services to be provided remotely including PAF and new hire processing/input, Cornerstone requisition review and approval, benefits enrollment and reporting, investigations, guidance on personnel issues, training delivery, performance consultation, immigration processing and HRIS support services.
- All meetings including intradepartmental, interdepartmental and those with external constituents (vendors and consultants) to be held by WebEx or phone.
- HR Reception to be handled remotely; calls and emails forwarded appropriately.
- All HR forms available on HR website (hr.njit.edu) and can be completed and routed electronically.
- For separations, HR will coordinate with Public Safety and the separating employee to recover any NJIT property, or for the employee to retrieve any personal items from their workspace.
- Training to be delivered via WebEx, recorded and placed online.

Recovery Phase 1: Teleworking will remain as preferred method of work unless absolutely necessary to come into the office. Communication with faculty, staff and external constituents conducted via email, WebEx or telephone as required by social distancing guidelines. PPE required when in the office.

- HR staff to return to the office on an as-needed basis (ex: obtaining signatures or getting mail).
- Reception area to be barricaded with plexiglass to limit exposure.
- Visitors will be asked to schedule an appointment with appropriate person, via phone or email.
- Items dropped off, such as mail, should be left in outside mailbox area. No visitors will be allowed past the reception area.
- HR Conference room (Fenster 550) to remain closed.

- All meetings including intradepartmental, interdepartmental and those with external constituents (vendors and consultants) to be held by WebEx or phone.
- Common areas within HR such as the kitchen, copy machine and water cooler to be limited to one person at a time, and must be sanitized after use.
- Teleworking encouraged for HR services that can be provided remotely including PAF and new hire processing/input, Cornerstone requisition review and approval, benefits enrollment and reporting, investigations, guidance on personnel issues, training delivery, performance consultation, immigration processing and HRIS support services.
- For separations, HR will coordinate with Public Safety and the separating employee to recover any NJIT property, or for the employee to retrieve any personal items from their workspace.
- Training to be delivered via WebEx, recorded and placed online.

Recovery Phase 2: HR reception will open on a reduced schedule. Some Staff will return to work on a limited basis, as needed. Flex Time will be scheduled to decrease the number of staff members in the office throughout the day. For those with offices, doors will remain closed. For those in cubicle space, every other cubicle space will be utilized. Contact with staff is limited to maintain social distancing guidelines for all essential functions. PPE required when in the office.

- HR office to open and reception area to be staffed on a reduced schedule. Appointments required.
- Door to HR office to remain open while reception area is staffed, to limit exposure on door handles.
- HR staff to return to the office on an as-needed basis.
- Items dropped off, such as mail, should be left in outside mailbox area. No visitors will be allowed past the reception area.
- No more than 1 person in the HR waiting room at a time. Visitors over the allotted number will be asked to wait in sitting area outside of office. R Conference room (Fenster 550) to remain closed.
- Meetings will be conducted electronically, even when working on campus. If meetings cannot be conducted virtually, appropriate physical distancing and wearing of masks or face coverings will be enforced. Common areas within HR such as the kitchen, copy machine and water cooler to be limited to one person at a time, and must be sanitized after use.
- Teleworking encouraged for HR services that can be provided remotely including PAF processing/input, Cornerstone requisition review and approval, benefits enrollment and reporting, investigations, guidance on personnel issues, training delivery, performance consultation, immigration processing and HRIS support services.

Recovery Phase 3: HR office will open and **some** HR staff will return to work on a limited basis. Flex Time will be scheduled to decrease the number of staff members in the office

throughout the day. Contact with staff is limited to maintain social distancing guidelines. PPE required when in the office.

- HR office to open and reception area to be staffed on a full-time basis.
- Door to HR office to remain open from 8:30am-4:30pm to limit exposure on door handles.
- No more than 2 people in the HR waiting room at a time. Visitors over the allotted number will be asked to wait in sitting area outside of office.
- Face to face delivery of products and services delivered with limited number of participants (5) in a larger space (ex. Fenster 590) to encourage appropriate social distancing and appropriate PPE in place.
- Items dropped off, such as mail, should be left in outside mailbox area. No visitors will be allowed past the reception area.
- HR Conference room (Fenster 550) to open for meetings with 2 people and must be sanitized after each meeting.
- No in-person meetings shall take place in individual offices.
- Common areas within HR such as the kitchen, copy machine and water cooler to be limited to one person at a time, and must be sanitized after use.

Full Recovery: All HR services return to on-campus and live/face-to-face delivery with no social distancing or PPE required.

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.
- 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:
 - 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.

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 all 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. 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.

EVENT ATTENDEE WAIVER AND RELEASE OF LIABILITY FORM

New Jersey Institute of Technology (NJIT) continues to monitor policy and procedures during the COVID-19 pandemic. The safety and well-being of our campus community, including campus guests and visitors, is our top priority. We are collaborating with federal, state, and local agencies to implement best practices aimed at managing the spread of the novel and complex virus.

NJIT has put in place preventative measures to reduce the spread of the COVID-19 virus; however, the university, under no circumstances, is able to guarantee that you or a guest will not become infected with the virus while on university premises and in surrounding areas.

Adherence to NJIT event policy and guidelines will be continuously monitored and enforced by university personnel. Please review agreement below. Additionally, your signature will be required as a confirmation of your intent and commitment to abide by policies put in place to protect university visitors/guests, staff, faculty, and students.

Agreement:

I declare I am not experiencing or exhibiting any COVID-19 related symptoms as outlined by the federal and state Center for Disease Control and Prevention (CDC) such as fever, dry cough, or shortness of breath.

I acknowledge I must follow the safety protocols that have been implemented by NJIT and posted in buildings on campus property including practicing social distancing and maintaining separation of six feet from individuals.

I declare I have not traveled internationally or to a highly impacted COVID-19 area within the United State during the last (14) days.

I am not aware nor do I believe I have been recently exposed to a person or animal with a positive and confirmed case if COVID-19.

I acknowledge I may be removed from an event or asked to leave campus property by university personnel should I exhibit any behavior in direct contrast to university guidelines and safety measures.

Signature:

By signing this event attendee waiver and release of liability form, I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that I may be exposed to virus and become affected as a result. I understand the risk of becoming infected may impact members of the university community, event guests, and event attendee's families or personal contacts.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any expense, liability, illness, injury, disability or death related to contracting the virus while attending an event hosted at NJIT. I hereby release, covenant not to sue, discharge, and hold harmless NJIT from all claims any kind arising out of COVID-19. I understand and agree that release of liability includes any claims towards NJIT, and university personnel, representatives and students whether a COVID-19 infection occurrence exists before, during, or after attendance and participation at an event on university property.

If event attendee is a minor child under the age of eighteen years, said event attendee's adult parent(s) or legal guardian(s) shall be jointly and severally liable for the event attendee's performance of this event attendee waiver and release of liability form and represent and warrant to NJIT that they have full authority to enter into this event attendee waiver and release of liability form on behalf of such minor.

This event attendee waiver and release of liability form shall be governed by and construed under the laws of the State of New Jersey, without regard to its choice of law principals. I agree not to commence or prosecute any action in connection herewith other than in the state and/or federal courts of the State of New Jersey, Essex County.

I and my adult parent(s) or legal guardian(s) agree to be bound by all terms of this event attendee waiver and release of liability form, as indicated by our signatures below.

Date: _____

Printed Name: _____

Signature: ____

(Parent/Guardian For Minor Under Age 18)

Date: _____

Printed Name: _____

Signature: _____

Finance Division Pandemic Recovery Plan

The COVID-19 pandemic continues to evolve. The duration of this pandemic remains unclear. Resumption of activities will be gradual and phased based on local health conditions as well as institutional capacity. Included in this document are general guidelines and considerations for the Finance Division to follow based on information about COVID-19 that is known today.

- Ensure that all staff have access to information and training regarding COVID-19 compliance
- Know the signs and symptoms of COVID-19 and what to do if symptomatic
 - Stay home when you are sick
 - Notify a supervisor and leave work immediately
- Maintain physical distance: stay 6 feet apart all times
- Wash hands frequently
- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace
 - Maximum occupancy in common areas should be posted
- Wear masks or face coverings in all public spaces and spaces used by multiple people
- Place signage at entrances indicating how to proceed
- Clean shared appliances (i.e. coffee maker, microwave) after every use and eliminate reusable kitchen items
- Encourage single occupancy in work rooms
- Accommodations for employees with underlying medical conditions or employees caring for children whose school or place of care is closed (or child care provider is unavailable) due to a COVID-19 related reason will be coordinated through the Office of Human Resources.

Phased Recovery Operations

Since March 16, 2020, all Finance Division offices have successfully remained open for business as we follow 'social distancing' guidelines that protect ourselves, and others from spreading the Coronavirus. In support of NJIT's Pandemic Recovery Plan ([Pandemic Recovery Plan](#)) below is a phased recovery plan for the Finance Division.

Recovery Phase 0: *All non-essential operations halted. Essential operations follow strictest social distancing and safety protocols with only essential staff.*

- *Business will be conducted remote to the extent possible.*

During this phase, the Finance Division will transition to 100% remote operations. All Finance Departments remain open for business and fully functioning. A current Business Continuity plan for this phase can be found at <https://www5.njit.edu/finance/cfo-covid-19-update/>

Recovery Phase 1: *Minimal operations – Minimal On-Campus Staffing*

- *In this phase, all operations at NJIT facilities must follow the highest possible level of social distancing.*

- *To the extent possible, any work that can be conducted remotely should be continued.*

During this phase, the Finance Division will continue to work remotely and continue following the current Business Continuity Plan. [Business Continuity Plan](#)

Recovery Phase 2: *Most on campus operations begin to slowly resume, using significant social distancing and safety protocols with restrictions on the number of staff present at one time.*

- *The Phase 2 restart still follows a flexible work schedule to ensure social distancing requirements and to reduce density of personnel on campus. Under no circumstances should safety be sacrificed due to lack of adequate supplies, type, and quality of PPE.*

The Finance Division will apply a rotating work-from-home schedule. One to two individuals from each department will be on campus daily along with one Finance Leader available to address any on-campus issues. Note that due to department size, there may not be daily on-site personnel every day. The majority of the staff will continue to work remotely. Daily WebEx meetings will continue ensuring work is properly coordinated and completed timely. A detailed Pandemic Recovery Schedule has been created for each department that identifies staff who will be on-campus in a safe and socially distanced environment (See Appendix 1).

Recovery Phase 3: *Most operations are restored with minimal social distancing and personnel safety protocols.*

- *Group meetings of staff will be kept to a minimal size protecting any vulnerable participants. If possible, these meetings should continue to be held online until we reach a state of full recovery.*
- *A flex schedule*
- *Operations that can be conducted completely remotely or in addition to the on-campus operations should continue to be conducted in that manner.*

The Finance Division will be following a socially distanced practice with a modified schedule to reduce the number of people in the workplace at the same time. During this phase, the plan is to allow staff to be on campus five days per week, but equally split between on-site and remote locations. A Finance Leader will be on-site every day able to address any on-campus issues. Daily communication calls with the entire department will continue. Each department will be divided into two groups, each group having a designated employee identified as the lead team member for the group. Employees working remotely will be expected to be readily available to respond to calls/emails and timely complete assigned work functions. Covering a two-week period, Group A will work on-site Monday, Wednesday, Friday and then Tuesday, Thursday while Group B will work on-site Tuesday, Thursday and Monday, and then Wednesday, Friday.

Full Recovery Phase: *All operations are restored fully. Personnel safety protocols must be strictly followed.*

All Finance Division employees will resume working 100% on-site, strictly adhering to all University defined safety procedures.

HR Guidelines for Phased Administrative Areas Reopening

Guidelines for Phased Administrative Areas Reopening		
As of 5/27/2020		
Guiding Principles for Phased Reopening		Potential Timeline
Phase 0		
Phase 1	Essential Staff & Required On-Campus Operations	Current
Phase 2	Essential Staff, Required On-Campus Operations, Staff Preparations for On-Campus Student Presence	Mid Jul - Mid-Aug
Phase 3	Students on campus - Student Focused Area Presence & Minimal non-student facing on campus presence	Mid-Aug - Fall Semester
Phase 4	Full-Recovery - Normal Operations Resume	
Levels of Interaction - Risk		Risk Level
Meeting with Students - In-Person		High
Meeting with Employees - In-Person		High
Reception Area		High
Private Office		Low
Cubicle Areas		Med
Exchange of Money or Contact with People		High
Contact with Outside Vendors/Contractors		High
General Items to be addressed:		
Mail Services		
Custodial Services - Protocol for Cleaning		
Meetings - Webex Only - exceptions should be documented		
Sanitizing Station / Wipes		
Bathrooms		
Water Fountains		
Kitchen Areas within Suite		
Type of department operation will determine staffing levels and the level of risk will determine appropriate PPE		

Information Services & Technology Recovery Plan

June 18, 2020

The Information Services & Technology Division (IST) is essential in ensuring the educational and business systems of the university are secure, operational, and functioning effectively to ensure that instructional and administrative technology needs are achieved regardless of the recovery phase.

Much like administrative offices, IST staff must follow the specific social distancing and safety protocols, including the use of personal protective equipment (PPE), as required by institutional, state, and federal guidelines for the respective phased recovery plans. State and national information regarding current conditions may 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>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health": <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>

The following guidelines should be adapted with each respective phase for the recovery of the Information Services & Technology operations.

Recovery Phase 0 - IST support services: All staff work remotely with the exception of essential employees required to maintain the campus IT technology services. Staff will provide support to education, business, and research functions; the majority of students, faculty, and staff are connecting remotely.

- **Instruction:** NJIT's has an instructional continuity plan that is published on the [Institute for teaching excellences \(ITE\) website](#). This plan outlines the tools and resources that can be used to deliver classes online. In the event that all instruction is remote, all members of Digital Learning and Media and Technology Support Services will focus on supporting instruction.
- **Academic/Research:** Highlander AFS, Academic Databases (e.g. Oracle, MySQL), and HPC remain available through VPN. IST staff are able to provision accounts and provide support remotely using VPN.
- **Business Continuity:** IST staff will work remotely to support users. IST staff will provide support to ensure infrastructure remains active and key services failover to other

locations if necessary. The following services are essential to support business continuity:

- **VPN:** NJIT can support 10,000 simultaneous named users.
- **Phone/Presence:** All NJIT employees will be able to use Cisco's Jabber application. This application allows users to receive/make NJIT calls on their NJIT or personal cell phone.
- **Banner:** Banner Self-Service does not require VPN. Banner 9 administrative (formerly Banner INB) will require VPN.
- **Payroll/AP:** Payroll/AP will need staff to be on campus to print out and mail paper checks for those that do not have direct deposit/electronic transfer.
- **Laptops:** Staff will be encouraged to use their personal computers or bring their office computers home.
- **Communications:** Communication with the campus community will occur virtually through emails and updates to the IST website.

Recovery Phase 1: IST will continue to support the services identified in recovery phase 0 and primarily operate remotely except when supporting projects and initiatives that require on-campus presence. Essential staff will come to the campus as needed to ensure services are operational.

- **Instruction:** NJIT's digital learning tools will be used extensively to support the delivery of instruction. Social distancing within the classroom will be achieved by enabling students to participate in class remotely. Students will be able to access campus computer labs remotely to ensure access to specialized software.
- **Converged Learning:** Planning is underway to enable converged learning in all of NJIT's classrooms for the Fall 2020 semester. Sixteen classrooms will receive Cisco teleconference equipment that integrates with NJIT's existing unified communications infrastructure. All additional classrooms will be equipped with mobile carts that support video conferencing. To support the converged learning initiative, the WIFI in classroom spaces will receive replacement access points that are to be installed prior to the fall semester.
- **PPE Requirements:** Staff will be provided PPE to clean and move the equipment. Digital Learning and Technology Support staff will work with NJIT's Environmental Health and Safety Staff for solutions to sanitize classroom equipment.

Recovery Phase 2: IST support services will provide in-person support for faculty, staff, and students with social distancing control measures in place. Non-essential staff will be present on

campus on a rotational basis or as-needed as identified by their supervisors. Supervisors will maintain records of on-site attendance to assist with any contact tracing if necessary.

- **Desk side Support:** Technology Support Services (TSS) and Core Systems and Telecommunications (CST) staff will be onsite to provide desk side and infrastructure support.
- **Converged Learning:** The top priority for IST will be installing and configuring the converged learning equipment and WIFI upgrades.
- **Public Computing labs:** Remote access to public computing labs will continue to be available. Digital Learning and Technology Support staff will work with NJIT's Environmental Health and Safety staff to identify a procedure to ensure that computers in public areas are sanitized in-between use.
- **Temperature Scanners:** IST will assist with the installation and configuration of temperature scanning kiosks. These devices allow people to quickly monitor their temperatures at walk-up kiosks.
- **Health Pledge:** Enhance the authentication webpage to ensure the NJIT community affirms a health pledge agreement upon signing into services such as Webmail, Highlander Pipeline, and Canvas.
- **Contact Tracing:** Core Systems and Telecommunications (CST) will evaluate possible solutions/vendors that can facilitate contact and location tracing.

Recovery Phase 3: IST departments are staffed appropriately to provide in-person support of instruction, research, and business operations. This will result in an increased percentage of IST staff that are on campus.

- **Converged Learning:** Continue preparing the converged learning infrastructure.
- **Computing Classrooms:** To support social distancing, computing classrooms will be configured to support a hybrid solution where some students participate face to face and others utilize remote access tools.
- **Prepare New Instructional Spaces:** In preparation for the fall, general purpose spaces will likely need to be converted into classroom spaces. This may require enhancing WIFI access, AV equipment, and power.

Recovery Phase 4: IST support services are fully staffed to provide support of the university mission.

- **Converged Learning:** Portable converged learning equipment will be delivered to classrooms daily. Staff will be available to provide on-demand support.

- **Infrastructure:** Emphasis will be on moving services to the AWS cloud to improve reliability and reduce reliance on local servers.
- **Work From Home:** NJIT will continue to provide support for the tools and infrastructure that allow employees to work from home.
- **Business Processes:** Assess university-wide business processes that require manual paper workflows and implement a standardized university-wide automated solution. A goal will be to eliminate paper workflows by automating business processes using a supported university-wide solution.



Office of Development & Alumni Relations COVID-19 Pandemic Recovery and Reconstitution Plan

April 2020

Introduction

This plan outlines the guidelines, protocols, and procedures that will be followed by the Office of Development & Alumni Relations (DAR) in restoring its normal operations – or some semblance thereof – once state and local restrictions are lifted, eased, or modified at the end of the COVID-19 pandemic. Reflecting the phased approach described in *Opening Up America Again* as well as guidelines proposed by the State of New Jersey,⁶ the plan is designed to ensure that DAR staff are able to perform most of the key functions for which they are responsible, with minimal negative impact on the division’s mission, goals, and objectives.

The mission of NJIT’s Development & Alumni Relations office is to cultivate the understanding, engagement, and support of the university’s key constituencies in order to secure the philanthropic resources required to fulfill the university’s educational mission. To this end, the division performs three principal, critically important, and mutually reinforcing responsibilities:

1. engaging various constituent groups (alumni, faculty, students, staff, corporations, foundations, and friends) in conversation concerning the needs and priorities of NJIT;

⁶ These phases are as follows: (1) Recovery Phase 4 (Full Recovery) – fully normal operations with no social distancing expectations; (2) Recovery Phase 3 – minimal social distancing with all classes and events occurring but with attention given to restricting unnecessarily large gatherings and protecting vulnerable populations; (3) Recovery Phase 2 – significant social distancing with classes operating at or below 50% occupancy limits and strict limits on gathering or meeting size, plus reduced campus staffing with some individuals working remotely; (4) 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, and most campus personnel working remotely; and (5) Recovery Phase 0 – campus remains closed, except for essential staff.

2. promoting sustainable, mutually beneficial relationships between NJIT and these constituents relative to such needs and priorities; and
3. cultivating, securing, and stewarding the support of these constituents, both financial and otherwise, for those needs and priorities.

The performance of these three core responsibilities involves sustained and significant interactions with a host of external constituents (e.g., alumni, foundation program officers, and corporate leaders) and internal ones (e.g., faculty, staff, and students). These interactions are achieved via multiple vehicles, including mail, phone, electronic and digital communications, and in-person meetings and interactions. In-person interactions (e.g., donor visits, stewardship events, and regional alumni events) happen in a variety of locations (e.g., on the NJIT campus and at third-party venues), and they frequently require DAR staff members to travel within and beyond the state of New Jersey and, occasionally, outside of the United States.

In the wake of the COVID-19 pandemic and the closure of the NJIT campus to all but essential employees, the DAR office has been operating almost entirely remotely and has been able to perform many but not all of its core responsibilities and the tasks associated with them. Among the functions that have been modified, postponed, or suspended indefinitely are in-person visits and meetings with constituents, the daily receipt and processing of any incoming mail (including gifts), telephonic communications dependent on campus services (i.e., student phonathon calling), travel to meetings and events, and events themselves. We have also modified how the DAR office handles its outgoing mail, such as gift acknowledgement letters, stewardship communications, and pledge reminders; wherever possible (i.e., if a valid email address for the recipient exists), these have been moved to a digital format.

1. Continuation of Work-from-Home Initiative and Staggered Return to Office

As long as the university remains in an environment requiring significant social distancing (recovery phases 0-3), the Vice President for DAR, in consultation with the DAR senior leadership team, will sustain the current Work-from-Home initiative for those DAR staff who are able to perform many or most of their core responsibilities remotely. These staff members include those who are serving in frontline alumni engagement and fundraising roles, those who are responsible for prospect research and donor stewardship, and those who process certain gifts (e.g., online gifts and gifts of securities), enter information updates submitted digitally, run reports, and maintain the office's CRM database. Roughly 70% of the 29 full-time employees in the DAR office are able to work entirely or almost entirely from home.

For DAR staff who need to be physically present in the office in order to perform many or most of their core responsibilities, as well as for those who are able to work remotely but have a compelling reason(s) to be physically on campus, the Vice President for DAR, in consultation

with the DAR senior leadership team, will create a staggered schedule that limits the number of staff working in Eberhardt Hall on any given day to a maximum of ten (10) individuals (including student workers), with no office or suite on floors 2 and 3 of the building occupied by more than three (3) staff members at any one time (including, again, student workers). To this end, and as needed, the currently unoccupied 4th floor of Eberhardt Hall may be utilized as temporary office space for certain DAR staff members and/or student workers. These limits on occupancy in Eberhardt Hall by DAR staff (including student workers) will remain in force until the university returns to fully normal operations (phase 4).

Until the university enters recovery phase 3, the employment of student workers in the DAR office's physical workplace will be strongly discouraged, unless such employment is deemed essential to the performance of the division's core functions. At no time, however, will more than two (2) student workers be physically present in the workplace.

At no time will staff working in the office during phases 1-3 be physically situated within 10 feet of another staff member.

Until the university enters recovery phase 4 (or "Full Recovery"), all internal meetings in which DAR staff participate, both intra- and inter-divisional, will be conducted virtually or via telephone. The use of the two conference rooms in Eberhardt Hall (located on the third floor and within the Vice President's suite) for meetings or other in-person gatherings will be prohibited, unless there is a compelling reason to meet in person and such meeting is expressly approved by the Vice President for DAR.

The scheduling of meetings and other gatherings in the spaces on the first floor of Eberhardt Hall and the boardroom on the second floor, should any such meetings or gatherings be required while the university remains in recovery phases 1 or 2, must be communicated to the Associate Vice President for DAR. Information regarding such meetings will then be shared with the entire DAR staff via an office-wide email.

Every reasonable accommodation will be made for any DAR staff member who is unable to perform many or most of his or her core responsibilities remotely but is either a member of a vulnerable population or is apprehensive about returning to the office, even on a tightly controlled staggered basis.

Once the university enters recovery phase 4, the Work-from-Home initiative will continue, on a strictly volunteer basis and with approval of the staff member's direct supervisor, for those staff able to perform most or all of their duties remotely.

2. Office Cleaning and Health and Safety Improvements

The DAR office is located in Eberhardt Hall, normally a high-traffic area of the university and a destination for many visitors to campus. Though traffic will not likely return to typical levels until the university reaches recovery phase 3 (or, more likely, phase 4), offices, suites, and common areas occupied and/or used by DAR staff members should be professionally cleaned and sanitized by the university's custodial staff at least twice per week. DAR staff who must be physically present in the office and have general or specific concerns about the cleanliness of the workplace will be asked to direct those concerns to the Associate Vice President for DAR, who will share them with the Facilities department.

Prior to any return to the workplace, a minimum of nine (9) hand sanitizer stations should be installed within Eberhardt Hall, for use by the DAR staff: one each at the three entrances to the building, three on the second floor (adjacent to the Alumni suite, the restrooms, and the Vice President's suite), and three on the third floor (adjacent to the Operations and Research suite, the restrooms, and the Development suite).

Likewise, before any DAR staff return to working physically on campus, plexiglass partitions (or similar "sneeze glass" panels) should be installed in certain locations to ensure the health and safety of those staff members who interact face-to-face on a regular basis with other staff and visitors. These partitions should be installed in the Vice President's suite (at the desk of the executive assistant to the VP), in the Alumni suite (at the desk of the Administrative Assistant for Alumni Relations), in the Development suite (two partitions located at the front of the cubicles of the Administrative Assistant and Donor Relations Coordinator), and in the Operations and Research suite (two partitions located at the front of the cubicles of the Administrative Assistant and Record Assistant).

Personal protective equipment (PPE) such as face masks must be made available to all DAR staff whose responsibilities require them to be physically present in the workplace. If the protocols adopted by the university do not include the distribution of PPE to faculty, staff, and students, DAR staff will be encouraged to bring their own.

Three designated waste bins (one each on floors 1, 2, and 3 of Eberhardt Hall) will be provided for the disposal of used PPE. The designated waste bin on the third floor will also be used to discard the envelopes and packaging in which mail and other deliveries are sent to the DAR office.

All mail and parcels delivered to the DAR office will be deposited in the conference room on the third floor of Eberhardt Hall. Only designated personnel from the Operations department of the DAR office, outfitted with appropriate PPE, will be permitted to process deliveries and dispose of packaging in the designated waste bin. If the university mailroom is not sanitizing mails and

parcels as they are received, disinfectant spray must be made available to the designated personnel from the Operations department in order to sanitize all mail and parcels before handling.

The use of common areas within Eberhardt Hall, including those spaces in which there are communal coffee makers, refrigerators, and water coolers, will be strictly prohibited until the university enters recovery phase 3.

As a matter of course, DAR staff are asked to maintain their offices and working spaces in good working order, which includes maintaining their cleanliness and safety. This expectation will be explicitly reinforced with all DAR staff before any staff physically return to the workplace.

3. In-Person Visits and Travel

Approximately 45% of DAR staff regularly visit or meet with alumni, donors, prospects, and other external constituents, both on campus and off. These “one-on-one” meetings are essential to initiating, developing, sustaining, and stewarding the relationships that generate lifelong commitments to, and generous investments in, the university.

Until the university reaches recovery phase 3, no DAR-related visits to campus by alumni, donors, prospects, and other external constituents will be permitted. Although this measure is likely to have a decidedly negative effect on the DAR office’s ability to engage constituents and secure their philanthropic support, it is necessary to ensure the health and safety of the university’s faculty, staff, and students, as well as the external constituents themselves. This prohibition will be communicated, as appropriate, to the university’s external constituents (via, e.g., the DAR website).

In recovery phases 1 and 2, frontline fundraising staff will be permitted to visit with alumni, donors, prospects, and other external constituents at off-campus locations, on the following conditions: (1) the purpose of the visit is compelling (e.g., major gift solicitation) and cannot be accomplished through other means (e.g., phone call or virtual meeting); (2) the Vice President for DAR expressly authorizes the visit; and (3) the DAR staff member conducting the visit agrees to work remotely and not be physically present in the workplace for a minimum of two weeks following the visit.

In recovery phases 1 through 3, all DAR staff members’ work-related travel, whether local, regional or national, must be approved in advance by Vice President for DAR. The reason(s) for such travel must be compelling and will be strictly scrutinized by the Vice President.

4. Events

The DAR office organizes and hosts a variety of events intended to engage external and internal constituents throughout the year. These events range in size from small- to large-scale; are attended by various constituency groups, both external and internal; include alumni events and donor cultivation and stewardship events; and take place in a variety of locations, both on-campus and off-campus in third-party venues.

Until the university reaches recovery phase 3, no larger-scale DAR events, either on-campus or off, with anticipated attendance of greater than 50 individuals, will be scheduled or organized. Although this measure is likely to have a decidedly negative effect on the DAR office's ability to engage constituents and secure their philanthropic support, it is necessary to ensure the health and safety of the larger NJIT community, including its alumni and donors.

In recovery phase 2, some smaller-scale DAR events scheduled to take place at off-campus locations, with an anticipated attendance of less than 50 individuals, may be scheduled and organized. The reason or purpose of these events must be compelling and not achievable through other available means (e.g., virtually). The events must also have the express approval of the Vice President for DAR, and must be hosted by venues that are in full compliance with all local and state COVID-19 regulations and guidelines.

Until the university reaches the full recovery phase, all event invitations and event attendance confirmations will include the following notice: "NJIT is committed to ensuring the health and safety of every member of its extended family. If you are feeling unwell or are a member of a population that is particularly susceptible to the COVID-19 virus, we ask that you refrain from attending this event."

5. Communications

DAR staff communicate frequently with external and internal constituents, using a variety of media, including mail, phone, email, social media, and face-to-face. In the current Work-from-Home environment, the use of electronic and digital communications with constituents has been not just maintained but significantly broadened by the DAR staff. These communications have included appropriate updates on the DAR website, emails regarding events and other activities, e-invitations to virtual events, giving appeals ("e-appeals"), and other exchanges with alumni, donors, prospects, and others, including conversations via telephone and virtual meetings. Though print communications have been curtailed, largely as a cost-saving measure, they have not been eliminated entirely.

The student phonathon program, which is administered by the DAR office's Annual Giving department, operates in on-campus facilities, and employs the university's Voice over Internet Protocol system, has been suspended since the campus was closed to all but essential personnel. This program will remain suspended until the university reaches at least recovery

phase 2. Once this phase is reached, phonathon will be reinstated with measures undertaken to ensure the health and safety of the student callers (e.g., minimum of 10 feet separating student callers from one another, provision of PPE to the callers, etc.).

Throughout the COVID-19 pandemic, the DAR office has maintained regular and frequent communication with alumni, donors, prospects, and other external constituents, providing updates on the university and its response to the crisis, offering assistance, and soliciting their support of NJIT students. These communications have largely been digital (i.e., email, social media, and telephonic). As the university moves toward reopening and restoring normal operations, the office will maintain this level of communication, so that the larger NJIT community is kept fully informed about actions and initiatives that affect students, faculty, staff, alumni, and others.

Office of Institutional Effectiveness Phased Recovery Operations

The phased recovery to normal operations for the NJIT Office of Institutional Effectiveness will take place as follows:

Recovery Phase 0:

- No OIE personnel will be present on campus at any time.
- All staff members will conduct work remotely.
- Communications with members of the campus community, including students, staff members, and faculty, will take place virtually using email, telephone and video-conferencing.

Recovery Phase 1

- All operations will continue remotely.
- Communications with members of the campus community, including students, staff members, and faculty, will take place virtually using email, telephone and video-conferencing.
- One staff member, with permission, will come to campus once each week to retrieve mail and ordered equipment/ supplies from the mailroom.
- Staff members may visit their office once a week to retrieve necessary items, reboot computers, etc. for a short period of time. No more than one staff member may be in the OIE office area at any time. Visits will be coordinated through the Executive Director,

Recovery Phase 2

- There will be minimal on-site presence. Two members of the OIE staff will work onsite each day of the work week. Designation of on-site staff will be determined by the Executive Director in consultation with staff.
- All face-to-face meetings will remain suspended.
- OIE staff who take public transportation will be exempted from the on-site work.
- Staff members working on-site will be provided with and will use PPE as per university guidelines. Masks will be worn at all times except when working alone in a closed office.
- Social distancing will be observed at all times.

Recovery Phase 3

- On-site working is now an option. Staff members who work on campus will use PPE as per university guidelines and will maintain social distancing in all situations.
- Half of the OIE staff will work on-site each week. The Executive Director, in consultation with the staff, will determine who will be present on-site during each week.
- OIE staff who take public transportation may request to be exempted from on-site work.

- There will be enhanced sanitation and cleaning efforts during this phase.

Full Recovery: All OIE operations will return to normal as they were during the pre-pandemic period.

Research Administration Continuity and Recovery Plan

Pre-Award, Post-Award Financial Management and Regulatory Compliance

All functions related to the administration and financial management of grants and contracts along with the regulatory compliance of all research activities has been operating in a remote, distributed environment since 16 March 2020 with the following guidelines:

All Office of Research processes continue during this period of remote operation. Our hours of usual operation remain 8:30-4:30 Monday through Friday. All staff are available by email and most have their office phone numbers forwarded to them through Cisco Jabber. You should receive a reply to an inquiry within 24 hours. You may always reach out to your college's research administration support person for assistance.

Principal investigators who have subaward activity with other institutions or contracts with industry partners are asked to discuss the current situation with their counterparts to determine if the COVID-19 disruption will require a modification to our existing agreements. If it is determined that a modification is required, please contact Justin Samolewicz at Justin.m.samolewicz@njit.edu to discuss next steps.

Budget transfers or other actions needed to comply with this guidance should follow the standard procedures. Questions or concerns regarding post-award financial activity on grants may be directed to your grant accountant or Mariel Diaz at <mailto:mariel.diaz@njit.edu>.

Questions related to OMB guidance, research compliance or general concerns about the administration and financial management of grants and contracts may be directed to Eric Hetherington, Executive Director, Sponsored Research Programs Administration at erich@njit.edu

Please also use the following group email addresses for your specific questions in the respective areas:

- Pre-Award inquiries: srard@njit.edu
- Post-Award financial management: gca@njit.edu
- Institutional Review Board: irb@njit.edu
- Institutional Biosafety Committee: ibc@njit.edu

All other research-related inquiries during the emergency should be submitted to <https://research.njit.edu/inquiry>

Recovery Phase 0: All research administration, financial management and regulatory compliance work are carried out remotely following the above research administration continuity plan.

Recovery Phase 1: All research administration, pre-award, post-award financial management and regulatory compliance work will continue to be carried out remotely following the above research administration continuity plan.

Recovery Phase 2: Office of Research leadership and directors will be back on campus with flexible scheduling following all federal, state, and local social distancing requirements and safety protocols. Office of Research staff will continue with remote operations as delineated in the research administration continuity plan above.

Recovery Phase 3: Office of Research leadership, directors and select staff will be back on campus with flexible scheduling following all federal, state, and local social distancing requirements and safety protocols. Remaining staff with preference to high-risk individuals or specific needs will continue with remote operations as delineated in the research administration continuity plan above.

Full Recovery: All Office of Research activities will return to on-campus operations.

Strategic Communications: NJIT COVID-19 Communications Plan

Guiding Principles

- Anticipate questions/concerns of key audiences and strive to address those proactively
- Accuracy of information communicated should be our top priority
- Inaccurate information will detract from credibility
- Communicate new developments as quickly as reasonably possible and directly to most affected audiences
- Release of news/updates to media, general public or secondary audiences should never precede direct communication with key audiences
- Communicate frequently but avoid oversaturation
- Monitor engagement metrics where possible
- Solicit feedback
- Continue delivery of marketing messages as appropriate
- Be sensitive to circumstances but continue to reinforce institutional brand
- Consider timing
- Consider delivery channel
- Use appropriate channels for message delivery
- Tailor to audience
- Adapt to changing behaviors

Primary Communication Channels

Channel	Purpose
Email	Primary mode of communication with audiences for whom contact information is available
Send Word Now (text and voice messaging)	Only for urgent and actionable communications
Website	Communication of news and updates to current students, faculty and staff, prospective students, and alumni
Voicemail	Internal announcements, as appropriate
Social Networks (Facebook Instagram, Twitter, Snapchat, LinkedIn, YouTube)	Reach engaged audiences broadly as well as through targeting capabilities; visually rich communications whenever possible
News Media	Reach broad cross section of general public; reach specific audiences through targeted coverage; increase awareness of NJIT response; communicate breaking news

NJIT publications	Communicate information that is less time-sensitive to the target audiences for each publication
Advertising	Raise awareness of NJIT response efforts, affirm NJIT's strength, and deliver key marketing messages
Meetings and events	Virtual gatherings until feasible for in-person events; small group engagements

Key Actions

- Develop message maps for primary audiences
- Audit non-pandemic communications
 - Assess appropriateness of tone, timing, and delivery channel
- Develop appropriate microsites
 - COVID-19 site (<https://www.njit.edu/coronavirus>)
 - Pandemic recovery site (<https://www.njit.edu/pandemicrecovery>)
- Inventory and deploy available in-market paid assets
 - Bloomberg spots
 - Search and social buys
- Content creation
 - Cultivate newsworthy leads – students, faculty, staff and alumni angles
 - Build story bank
 - Amass photo and multimedia assets
 - Create publications plan – NJIT Magazine, President’s Report, Research Newsletter
 - Develop COVID response collateral
- Media relations
 - Story development and pitching
 - Expert placement
 - News monitoring
- Augment recruitment and yield marketing campaigns
- Develop campus communications
 - Research and draft constituent messages
 - Manage messaging frequency
 - Monitor engagement metrics
- Facilitate NJ Come Home messaging campaign
- Support delivery of virtual and in-person commencement ceremonies

(See PDF of full Communication Plan later in this document.)

Office of Strategic Initiatives COVID-19 Reopening Plan

This document outlines a plan for reopening NJIT's Office of Strategic Initiatives for in-person operations. The plan is informed 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. This plan moves operations from the current operating model (Phase 1 – Maximum Remote Functionality) to normal business activity (Phase 4 – In-person, Non-restricted Functionality) through a phased approach. The plan begins by identifying the core functions of the office. It then identifies potential resource needs before providing an overview of what each phase entails, including any relevant guidelines for business practices and a notation of any core functions that may be limited during that phase.

Core Functions

- Executive communications
- Crisis communications
- Editorial services
- Graphic design services
- Publication development
- Collateral development
- Brand oversight
- Photography services
- Marketing planning and execution
- Social media management
- Video production
- Content planning and production
- Media relations and news monitoring
- Performance assessment and analytics review
- Events planning and execution
- Campus Center and Central King Building operations
- Room reservations and venue rentals
- Web support
- Web design
- Administrative and business operations

Potential Resource Needs

- Glass or plastic partitions at front of reception desks
- Hand sanitizer stations entry to each divisional office
- Signage marking and reminding office visitors to observe social distancing guidelines
- Personal protective equipment for staff (face coverings for all staff and face

- shields for receptionists and other designated staff)
- Disinfectant wipes for frequent surface cleaning

Phase 1 - Maximum Remote Functionality

In the Maximum Remote Functionality phase, all employees are required to work from remote unless travel to campus or any other work location is approved. All meetings must be conducted virtually via conference call, WebEx, Zoom, Google Hangouts, or other virtual meeting tools. When performing functions on campus or at other non-remote locations, staff members should observe social distancing guidelines at all times and wear appropriate personal protective equipment (PPE), including face coverings whenever social distancing is not possible. The following core functions will be limited, delayed, or unavailable within this operating phase: photography services, video production, events planning and execution, Campus Center and Central King Building operations, room reservations and venue rentals, materials mailing and distribution.

Phase 2 - Enhanced Remote Functionality

In the Enhanced Remote Functionality phase, employees are divided into two teams and assigned to specific days during which they are permitted to be in the office. There is to be no overlap between teams in terms of physical presence on campus. The purpose of this model is to assure appropriate social distancing between employees while providing near-full function capacity. Any employee deviation from the assigned in-office schedule must be approved by the chief strategy officer and the employee's direct supervisor. However, when possible, employees and their direct supervisor may expand the number of days during which an employee works from remote, as long as there is no disruption in service that results. All meetings must be conducted virtually via conference call, WebEx, Zoom, Google Hangouts, or other virtual meeting tools. When performing functions on campus or at other non-remote locations, staff members should observe social distancing guidelines at all times and wear appropriate personal protective equipment (PPE), including face coverings whenever social distancing is not possible. The following core functions may be limited, delayed, or unavailable within this operating phase: photography services, video production, events planning and execution, Campus Center and Central King Building operations, room reservations and venue rentals, materials mailing and distribution.

Phase 3 – Moderate Remote Functionality

In the moderate Remote Functionality phase, employees are divided into two teams and assigned to specific days during which they are permitted to be in the office. Meetings of all sizes must conform to recommended social distancing guidelines or be conducted virtually via conference call, WebEx, Zoom, Google Hangouts, or other virtual meeting tools. Employees may come to the office on non-assigned days for limited periods of time as long as they observe social distancing guidelines at all times and wear appropriate PPE including face coverings whenever social distancing is not possible. The following core functions may be limited,

delayed, or unavailable within this operating model: photography services, video production, events planning and execution, Campus Center and Central King Building operations, room reservations and venue rentals, materials mailing and distribution.

Phase 4 – Optimal Remote Functionality

In the Optimal Remote Functionality phase, supervisors may determine, with the approval of the chief strategy officer, the ideal frequency for employees to be in office versus working remotely. Employees should observe any social distancing guidelines in effect and wear appropriate PPE. All core functions should be available at full capacity.

Real Estate Development and Capital Operations

The Real Estate Development and Capital Operations Pandemic Recovery Plan (REDCOPRP) is a comprehensive document that provides detailed information regarding recovery planning in the areas of campus Public Safety, Facility Systems, Environmental Health and Safety, Facilities Services, and Campus Planning, Design, and Construction. The links to the plan and supplemental documents are provided below. These documents are also included in their entirety in this document for the purpose of submitting a single, complete document to the State of New Jersey Office of the Secretary of Higher Education.

[HVAC Capabilities](#)

[Personal Protective Equipment \(PPE\) Needs](#)

[Real Estate Development and Capital Operations Pandemic Recovery Plan \(REDCOPRP\)](#)



Real Estate Development
and Capital Operations
Pandemic Recovery Plan (REDCOPRP)
June 2020

Table of Contents

I.	INTRODUCTION.....	3
II.	PURPOSE.....	3
III.	CONCEPT OF RECONSTITUTION.....	3
IV.	RECONSTITUTION PLANS.....	4
A.	ORDERS OF SUCCESSION.....	4
B.	DELEGATIONS OF AUTHORITY.....	4
V.	CONCLUSION.....	4
VI.	APPENDICES.....	5
1.	Public Safety Recovery Plan.....	6
2.	Facility Systems Recovery Plan.....	7
3.	Environmental Health and Safety Recovery Plan.....	8
4.	REDCO Administration Recovery Plan.....	9
5.	Facilities Services Recovery Plan.....	10
6.	Campus Planning, Design, and Construction Recovery Plan.....	11

I. INTRODUCTION

The mission of Real Estate Development and Capital Operations (REDCO) is to provide a healthy, safe, and helpful campus experience for students, parents, faculty, staff and alumni. We will maximize the use of human and financial resources to create an environment for learning, research, and innovation for the NJIT family through the incorporation of teamwork, communication, and creativity. Our team endeavors to be personable and approachable, remain flexible and accommodating, while delivering quality customer service. The division of Real Estate Development and Capital Operations is committed to promoting a professional community through development and growth, using advanced technology and best practices.

REDCO provides many essential functions to the campus, including, Public Safety, Environmental Health and Safety, Facilities Services, Facilities Systems, and Campus Planning, Design, and Construction. Therefore, REDCO leadership crafted a plan to assist in the reconstitution or recovery of these essential functions and a return to regular operation in support of teaching, learning, and research. REDCO will be forced to modify some operations in response to the pandemic outbreak this plan, and accompanying appendices analyzes every process considering delivery of the expected levels of service with the health and safety of the NJIT community considered paramount.

II. PURPOSE

This plan provides guidance to REDCO organization in reconstituting essential functions and services as we recover from the COVID-19 pandemic. This guidance outlines the phased integration of necessary processes using mitigation strategies, such as process modification, engineering controls, and use of personal protective equipment. Social distancing, increased hygiene, and similar approaches will remain important as we recover from the pandemic.

III. CONCEPT OF RECONSTITUTION

REDCO will monitor the continued severity of the pandemic and work with the NJIT Pandemic Recovery Steering Committee to modify response to the pandemic threat, regardless of the phase. The REDCO PRP will be implemented as needed to support the continued performance of essential functions while maintaining the health and safety of the NJIT community. The goal is to perform these essential functions within Public Safety, Environmental Health and Safety, Facilities Services, Facilities Systems, Campus Planning, Design, and Construction, and REDCO Administration to support the recovery of the campus for instruction, research, and other support functions of the University. The REDCO PRP will address recovery based on the federal "Opening Up America Again" phases outline below:

- **Recovery phase 0** – campus closure, except for essential staff
- **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

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

IV. RECONSTITUTION PLANS

A. ORDERS OF SUCCESSION

Since a pandemic may continue to affect regions of the United States differently in terms of timing, severity, and duration, and a wave of recurrence may impact NJIT again in the future, Real Estate Development and Capital Operations has identified the following order of succession:

- Senior Vice President, REDCO
- Associate Vice President, Facilities Services
- Assistant Vice President, Facilities Systems
- Assistant Vice President, Campus Planning, Design, and Construction
- Executive Director, Environmental Health and Safety
- Chief of Police
- Manager, REDCO Administration

B. DELEGATIONS OF AUTHORITY

At the height of a pandemic wave, absenteeism may be significant, as such, REDCO has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. The REDCO Delegations of Authority for the division leadership are noted as the same for the order of succession noted in Section IV, A.

V. CONCLUSION

Reconstituting NJIT's essential functions and services as we recover from the pandemic requires additional considerations beyond traditional operation. Unlike reopening the University after a power outage or similar, short term emergency, reopening after a pandemic will require analysis and modification of every operational process. REDCO will endeavor to support the reconstitution of New Jersey Institute of Technology through a phased process, in alignment with Federal, State, and City guidelines, while protecting the health and welfare of the community.

VI. APPENDICES

1. Public Safety Recovery Plan
2. Facility Systems Recovery Plan
3. Environmental Health and Safety Recovery Plan
4. REDCO Administration Recovery Plan
5. Facilities Services Recovery Plan
6. Campus Planning, Design, and Construction Recovery Plan

1. Public Safety Recovery Plan

Public Safety-NJIT Continuity of Operations

Preparedness

As NJIT moves forward with plans for resuming university operations within the “New Norm” the NJIT Police Department remains committed to providing the community and visitors with the highest quality of law enforcement services.

From the onset of the COVID-19 Pandemic, the department has effectively implemented new policies and procedures and effected necessary operational adjustments to ensure continuity of operations. Our plans have been successful in providing for the health and safety of the officers and continuation of the department’s essential functions, enabling officers to perform throughout a wide range of emergencies that impact the safety of the campus community.

In following Federal plans for reopening NJIT, and to the extent possible, the department will embrace “Lessons Learned” as we build our current play book in response to the COVID-19 Pandemic. To this end, the department will continue our “Phase 1” internal operational parameters, transitioning to “Phase 2” operations as we move towards the fall semester.

Continuity Phase 0-1:

The Department of Public Safety is providing assistance to the community for all non-emergency calls via 973-596-3111. In the event of a department-wide quarantine, the non-emergency number will be forwarded to an assigned cell phone and will be answered by non-symptom affected PSD personnel working from home.

In the event that our 9-1-1 operators are unable to answer emergency calls, the calls will be routed to Livingston Police Department and then Fairfield Police Department. Both agencies are advised to contact Rutgers Police Department, Newark Police Department, Newark Fire Department or University EMS, to assist the community, based on specific emergency needs.

In the instance of dispatcher center disruption, dispatch functions will be provided via the P25 radio at a remote location and/or providing Newark Police Department with a NJIT P25 radio for dispatching and responding purposes. (The P25 radio functions over state police cellular network (P25) and will effectively communicate, radio to radio, from anywhere in New Jersey north of exit 124 (Sayreville / S Amboy) on the Garden State Parkway.)

In addition, patrol functions are anticipated to be continued by NJIT Police and Public Safety Officers; but partnerships have been formed with Newark Police, Livingston Police Department, and Fairfield Police Department to address all potential emergency operational challenges. Executive, Command and Supervisory staff will maintain ongoing telephonic communication via remote site and/or other law enforcement PSAP partners.

In the event an emergency, when communication to the community is required, notifications will be sent from off- site cell phones and/or personal computers via “SendWordNow” system. All department staff with the rank of Sergeant and above have been trained on sending SendWordNow.com notifications.

Public Safety-NJIT Continuity of Operations

When necessary, there will be an on-call supervisor notification list created for the purpose of sending campus wide notifications immediately. Additionally, Command Staff of the Department have VPN access setup on department-issued computers in order to send Mass Mailer Mechanism (M3) notifications remotely.

Personal protective equipment (PPE) and sanitizing agents have been procured for the initial phase. All sanitizing chemicals are approved by the Environmental Protection Agency (EPA) for the use in killing the COVID-19 / SARS-COV-2 on surfaces. Additionally Personal Protective Equipment (PPE) has been deployed made available for use. Policies and procedures, for utilization of PPE's as well as personnel and facility sanitizing protocols are in place and ongoing.

In order to maintain continuation of police services to the community all medically cleared police personnel have been issued or have available P100 partial face mask respirators, disposable face shields, 4ml Nitrile exam gloves, disposable coveralls, boot covers and hand sanitizer.

Full PPE will always be utilized when officers are sent to emergency medical calls when an Emergency Medical Dispatcher (EMD) is able to obtain information that warrants concern of a potential COVID-19 patient or when dispatch confirms an address to have a reported case of COVID-19 through the medical COVID-19 location list. Additionally, PPE surgical face masks will be worn by officers on patrol to help prevent the spread of COVID-19 within the department and community.

All Public Safety Officers are directed to limit hand contact and maintain a distance of 6 feet when feasible from community members. Public Safety Officers are directed to utilize hand sanitizer after conducting building checks and/or wash hands with soap and water vigorously, for 20 seconds in accordance with CDC Guidelines. In addition, all public safety officers will wear gloves in order to prevent the spread of COVID-19 while conducting these checks.

In the event, the above practices fail, The NJIT Police Department, has in place, a Memorandum of Agreement (MOA) with the Newark Police Department (NPD). This MOA permissions NPD to patrol the NJIT campus with a minimum of 4-6 police officers and to respond to calls of service in the event COVID-19 affects 50% or more of police staffing for NJIT or NPD. This agreement is bilateral and will benefit the continuation of police services to NJIT and Newark North and Central Wards.

If quarantine is set in place, Public Safety Officers will only be permitted to check exterior doors and maintain a high visibility presence in open-air spaces. They are required to wear gloves when doing such door checks.

In the event of quarantine of personnel or evacuation of department space the department will be disinfected immediately. If the entire department does not require quarantine, those officers not affected will operate out of our Headquarters or out of the CSO/EMT space located at the northeast lower level corner of the parking deck located at 393 MLK Blvd. The continued

Public Safety-NJIT Continuity of Operations

operational location(s) will be contingent upon the extent of contaminated personnel within the department.

The main lobby to NJIT Police Department will remain secured at all times, with “buzz” in access for the community to limit exposure in the common areas within the department. Access to the EMT/CSO space shall be limited to department personnel assigned to that area only. To ensure the reduction in community presence within our department, when practicable, all officers shall take reports via phone to prevent the spread of COVID-19 within the department and community.

In addition, to prevent the spread of COVID-19, officers have protocols to sanitize police vehicles with EPA listed chemicals whenever a community member is transported inside a patrol vehicle or when potential officer exposure to COVID-19 determined. As available, to prevent the spread of COVID-19 between officers via vehicle usage, we will cycle three police vehicles a day through the Newark Police Department “fogging” sanitizing process at Newark Emergency Management facility located on Orange Street.

Police vehicles will be grounded from use if suspected COVID-19 contamination is present department wide or assigned vehicles if a specific population of the department is affected. Vehicles will immediately be decontaminated by Newark Police Department “fogging” process and personnel wearing PPE using EPA listed cleaning agents to ensure patrol presence can resume.

Department patrol vehicle laptops are being utilized for completion of reports and to run plates for criminal justice purposes. Command Staff has consulted with NJIT Information Technology Department (IT) personnel and Enforsys to “white list” internet protocol address to allow for remote cloud access of our report management and computer automated dispatcher system(s).

To minimize the spread of COVID-19 within the department Police and Public Safety personnel have been placed on modified schedules consisting of physical work assignments and “on call” assignments. These modified schedules will also provide for symptom development periods for monitoring and preventing the spread of COVID-19. In addition, they will limit the amount of personnel utilizing department equipment and spaces within the department, while still providing minimum but adequate patrol presence.

Command Staff and administrative sergeants are continuing to work from remote or home locations. This will prevent the spread of COVID-19 within the confines of headquarters.

The use of vacation time, personnel time, and floating/designated holidays is presently suspended to ensure patrol staffing remains available.

During Phase “Phase 1” all community policing is limited to police vehicle parades of “thank you” to local and county community members working to battle the COVID-19 pandemic. Use of department social media accounts, community phone calls, and emails are being utilized for community policing and outreach.

Public Safety-NJIT Continuity of Operations

Phase 1 Conclusion

The Department of Public Safety will ensure the highest level of service to the community at all times in order to maintain and foster a safe learning and working environment, for our NJIT and surrounding community. It is the expectation that all members of the NJIT Department of Public Safety will continue to work in a collaborative and professional manner, at all times.

Additionally, all members of this department are tasked with ensuring that the primary mission and essential functions of the department are maintained, at all times, in light of both current circumstances as well as future and/or unforeseeable events.

Continuity Phase (2):

Prior to the beginning of fall 2020 semester, Public Safety will transition to Phase 2 and begin to resume functions that move the department towards the “new normal”. We will begin to focus more on daily operational needs, such as training, community policing, and other such related areas beyond those specifically related to COVID-19.

During this phase Police and Public Safety Officer Schedules will be fluid and evaluated on an ongoing basis. Shift and hours for police and public safety will be adjusted to meet the needs of the community while ensuring the safety of officers.

Initially, Command Staff and administrative sergeants will continue to work from remote or home locations. This will prevent the spread of COVID-19 within the confines of headquarters. Effective June 15th command staff and administrative sergeants will be rotated at a rate of two commanding officer’s per shift and will be assigned to both administrative and field operations as directed by the chief of police. Effective June 22nd all command and administrative functions of this department will resume pre-COVID-19 schedules.

The current temporary 4 on, 4 off, 4 on call, 4 off rotating schedule for police officers and 3 on, 2 off, 2 on call rotating schedule for Public Safety Officers will continue into phase two and end at 2300 hours on June 30th, unless more than 50% of the community returns to NJIT, if the state and/or federal government remove restrictions, or if circumstances dictate, Security Officers may resume normal work schedules and assignments during this phase.

Detectives will be assigned to field patrol and investigative functions on a rotating basis. Each month one Detective Sergeant and one Detective will be assigned to conduct investigations from separate locations, until otherwise safe to be under normal operating conditions. The second detective sergeant and detective, while on patrol duties will be available to conduct investigations as assigned by their commander, to ensure investigative functions meet our community and department expectations. Detectives will resume normal in office scheduling between July 1st and July 31st or at the conclusion of phase 2, whichever occurs first.

The Memorandum of Agreement (MOA) established between NJIT Police Department and Newark Police Department (NPD) will remain in force indefinitely.

In “Phase 2”, when practicable, all officers shall continue to take reports via phone to prevent the spread of COVID-19 within the department and community. Officers shall respond to all reports that require personal contact by utilizing appropriate level of PPE and shall respond without delay.

Public Safety-NJIT Continuity of Operations

Traffic enforcement, shall remain limited to motor vehicle actions that are reckless, careless and/or cause an extreme hazard to the community. Our operations will focus on high visibility, strategic posts, camera monitoring signage, and patrol vehicle movement to reduce the risk of motor vehicle infractions while minimizing contacts when possible.

Department training will continue with all department members receiving training via DMS whenever possible. Recently established WebEx training, conducted for specific area training will continue in this phase, as well as being utilized as a training platform for future departmental training needs.

All physical training will remain suspended unless otherwise noted. The FTO Program will continue to web-based for the foreseeable future with trainees being released to field patrol in a limited capacity, pending completion of formal field training during "Phase 3".

The Community Policing Division will be integral to awareness and education with regard to COVID-19 safety practices and social distancing. COVID education/awareness programming will be developed and adapted to university and CDC social distancing protocols. We will also continue with, to name a few, ALICE training, safety presentations, alcohol awareness, and other pre-established community programs. We will accomplish this by creating videos for release via M3 and offering WebEx community gatherings with our officers to conduct these vital community outreach programs. These will allow for continued interaction while fostering safe social distancing for all. In addition, we will be reaching out to surrounding community partners to conduct WebEx meetings to discuss community safety awareness presentations for the area presecondary and secondary schools, James Street Association area, and Society Hill Residents.

During Phase 2 recruitment will begin digitally on pre-established platforms. Video technology and WebEx forums will be utilized for "Exploring a Career with NJITPD" group Q&A conversations. Recruitment will talk individually with those that attend the group meetings and show interest in future positions. We will advertise these events with community partners and social media outlets.

In Phase 2 we remain connected to Downtown Security District via WebEx meetings. James St. has been contacted on several occasions during phase 1 and this will continue into Phase 2. Our vital connections will be maintained as much as possible through digital / electronic means until social distancing is no longer required. We remain a constant patrol presence for our neighbors as well.

Greek Life presentations will be delivered, during Phase 2. Instead of in person they will be conducted through WebEx with our officers as "presenters" rather than in person. We will work collaborate with Greek Live coordinators to arrange program delivery.

In the early stages of Phase 2 our Safety Flyer Distribution program will continue. Flyers/videos with student input and assistance will be created and distributed via kiosks, social media and M3 with imbedded video links.

Mid-way in Phase 2, all student leaders from the various organizations including but not limited to; Student Senate, RHA, GSA will be contacted via Email to schedule meetings via WebEx with their community policing officer. Collaborative programming plans will be developed for the fall semester.

Public Safety-NJIT Continuity of Operations

ALICE stage 1 will continue with WebEx learning to our student body population during Phase 2. We will create online blended learning with 40 participants at a time on the WebEx learning platform. Towards the end of Phase 2 we will begin transitioning into blended ALICE learning in person, with all participants wearing masks and practicing social distancing guidelines. Faculty and Staff will receive M3 reminders of ALICE online training at the start of Phase 2. The Faculty online training platform will be remain unchanged and commence during the fall semester.

ALICE stage 2 interactive scenarios will resume with safe social distancing practices in Phase 3.

In order to work towards our FEMA 7 Steps to a Full Scale drill, we will work with NJOHSP to conduct short drills with small groups of officers, utilizing PPE and mainly focus on clear radio communication, a defined and identified deficient core capability. This will begin towards the end of Phase 2 and/or when the Chief of Police deems this practice to be safe.

CSO/EMTS will resume monthly meetings via, WebEx in Phase 2 and to the extent possible contribute to appropriate department and university reconstitution efforts until moving to normal operations in Phase 3.

During Phase 2 the department will develop a food collection driver for individuals in need, social media and M3 blast for canned items and other non-perishable foods will be released. With food pantries closed due to the virus and people out of work, non-perishable food items will provide assistance to some NJIT community members and surrounding community partners.

Lighting checks during the beginning of Phase 2 will resume with police personnel only and we will develop a way to utilize phone webcams to bring community partners with us virtually. Towards the end of Phase 2, as we prepare to move into Phase 3, we will continue the lighting walks with limited community participants to maintain social distancing and PPE practices.

Departmental/Facility Services daily lighting checks will continue without restrictions, other than social distancing and face mask usage as required through the end of Phase 2.

The Jr. Academy, unfortunately, will be cancelled for this summer, however the department will work to develop a 1 or 2 day virtual academy, and determine its feasibility once completed. Outreach to local schools and recruitment for summer 2021 will begin and continue thru Phase 2. Connections with the schools is vital and must stay intact we will utilize WebEx conferencing to interact with the area schools student and teacher population During those calls we will conduct readings, teach about policing and advertise the 2021 Jr. Academy.

In the event university wide distribution of face masks to students, faculty and staff is initiated, PS is prepared to assist in distribution plans as part of community policing initiatives. The department will continue to collect and secure the supply of university procured PPE for future distribution. Additionally hand sanitizers and masks and COVID Safety information may be handed out in common areas such as Campus Center Front Desk and lobbies of Res-halls as dictated by phase 2 social distancing guidelines.

PPE will be worn as established in all department orders. To reduce the risk of spreading COVID-19 from officers to officer or from officer to community member all DPS staff will wear medical grade surgical masks while on duty. When an Emergency Medical Dispatcher is able to obtain information that warrants concern of a potential COVID-19 patient or determine that an address may have COVID-19 case associated with it officers will utilize additional PPE from pre-established "go bags" deployed in one vehicle per squad.

Public Safety-NJIT Continuity of Operations

In addition, we will continue to prevent the spread of COVID-19, via protocols in place to sanitize police vehicles by contacting Newark Police Emergency Management for “fogging” sanitizing of three vehicles per day or whenever community members or suspected COVID-19 infected persons are driven inside a patrol vehicle.

Public Safety officers will continue to utilize gloves for building and door patrols and surgical masks while on duty at all times. They will maintain their work space by sanitizing to reduce the risk of COVID-19 spread.

The department has ensured that enough P100, N95 and KN95 respirators and surgical masks are accessible to DPS through the end of June 2020 / beginning of July 2020. Each officer is assigned their own face shield, which shall be worn on all medical calls. In addition, the use of Tyvek coveralls and boot covers will be utilized by officers on COVID-19 suspected cases to minimize uniform contamination, which will ensure officers ability to return immediately to their patrol functions to ensure community safety. We will continue to acquire PPE as needed from vendors to maintain an adequate stockpile as we move through “Phase 2” and to prepare for any potential resurgence of COVID-19 in the future.

The department will continue to operate with one dispatcher in the communications center until further notice to allow for proper social distancing. Dispatchers that are designated “on call” will be utilized to ensure continued 9-1-1 operations, with minimal down time, in the event assigned dispatchers is unable to report to work.

During “Phase 2 some resections on vacation, personal leave, and designated/floating holidays as related to COVID-19 may be eased.

All pre-established decontamination practices and established relocation of department personnel between two separated spaces will continue through this phase.

Phase 2 Conclusion

As plans for reconstitution move forward, and based on a fluid COVID-19 environment, Public Safety will continue the development and/or revisions of policies, procedures and operational directives as circumstances dictate.

Continuity Phase (3):

During Phase 3 operations the department will transition to normal operations as defined pre-COVID-19, without restrictions, over a 30 day period that were not previously established in phase 2. The gradual 30 day reconstitution during the beginning of phase 3 will ensure officers become adjusted to resuming new normal policing operations. All standard operating procedures and pre-covid-19 orders that were suspended or altered will revert back to their pre-COVID-19 status. All department police and public safety personnel will be 100% at work operational status.

By this time all resections on vacation, personal leave, and designated/floating holidays as related to COVID-19 will be released.

Phase 3 Conclusion

The department during this phase will still operate with a level of caution and will maintain a COVID-19 PPE “go bag” within each vehicle. Social distancing will continue within the department and during all community interactions and events until the Chief of Police releases restrictions and/or the State of New

Public Safety-NJIT Continuity of Operations

Jersey releases any social distancing requirements. The use of the CSO/EMT substation will be evaluated and will we continue used if deemed necessary to maintain a level of separation. Vehicles will still be preassigned to all officers to ensure limited contact of department equipment in the event of COVID-19 resurgence. The department will ensure a social distance roll call remains in effect. Sanitizing procedures will remain in effect. Officers will no longer use PPE except for medical calls or during arrests to foster and promote community calmness.

Continuity Phase “New Normal” (4):

All assignment areas will resume normal functions, under the new normal, within the patrol division, traffic sections, detective division, community policing division and administrative divisions. We will phase in division normal operations as follows:

Patrol

Community Policing

Detective Bureau

Traffic Division

Administrative Functions

Phase 4 Conclusion

Any lessons learned and/or best practices, policies, procedures and other operational adjustments that have enhanced the overall effectiveness of department and delivery of police and security services will remain as part of the Public Safety Playbook.

2. Facility Systems Recovery Plan

Facilities Systems - COVID19 Reconstitution Plan for Phased Reopening

Updated: 6/11/2020

The following plan was developed by the Facilities System Department within the REDCO division to allow for the phased reopening of areas as we recover from the COVID19 pandemic. This plan follows NJ state reopening phases and models the federal government's phased plan for a gradual reopening found at: <https://www.whitehouse.gov/openingamerica/#criteria>. Adjustments to this plan will be made as needed to accommodate other campus operations and activities.

Phase assumptions:

Phase 0: All classes on-line, essential staffing only, few resident students, no visitors

Phase 1, 6/3/20: All classes on-line, minimal staffing, some resident students, no visitors

Phase 2, 6/15/20: Limited in-person classes, 25% staffing, some resident students, some visitors

Phase 3: Converged classes, 50% staffing, many resident students, more visitors

Phase 4: Full classes, full staffing, full resident students, full visitors

During all phases, individuals will continue to:

- practice good hygiene
- follow social distancing practices
- stay home if they feel sick
- follow federal, state and local restrictions and recommendations

Department Staffing:

Department staff who have been classified as essential need to perform their duties as required to maintain campus function. On site activities will be maintained in the best interests of the employee, department and university per the reconstitution phases as follows:

Phase 0:

- Facilities Systems staff work from home. Essential staff report to campus once every 3 days
- Driver essential staff on call and report as needed by senior admin
- Mailroom essential staff on call and report 2 days on / 2 days off

Phase 1:

- Facilities Systems staff work from home. Essential staff report to campus once every 3 days
- Driver essential staff on call and report as needed by senior admin and transportation manager
- Mailroom essential staff on call and report 2 days on / 2 days off

Phase 2:

- Facilities Systems staff (including customer facing staff) report to campus at least once every 2 days for full office coverage.
- Driver staff on call and report as needed by senior admin and transportation manager
- Mailroom staff report daily with staggered work shifts

Phase 3:

- Facilities Systems staff report daily with work from home as needed
- Drivers report daily with staggered work shifts
- Mailroom staff report daily with staggered work shifts as needed

Phase 4:

- The new normal operations

The following is a listing of department staff:

Name	Title	Essential	Can work from home	Cell phone (p=personal)	email
Robert Gjini	Asst. VP	yes	yes	(201) 259-8223	robert.gjini@njit.edu
Richard Mendez	Manager	yes	yes	(973) 856-1921	richard.mendez@njit.edu
Christopher Erixson	Coordinator	yes	yes	(973) 202-4746	christopher.a.erixson@njit.edu
Luis Guillen	Coordinator	yes	yes	p	luis.a.guillen@njit.edu
Michael Dabrowski	Coordinator	yes	yes	p	michael.j.dabrowski@njit.edu
James Nasta	Locksmith	yes	no	p	james.a.nasta@njit.edu
Humberto Anderson	Driver	yes	no	(201) 259-0542	humberto.a.anderson@njit.edu
Norberto Perez	Driver	yes	no	(973) 508-5893	norberto.perez@njit.edu
John McTernan	Mail Manager	yes	yes	(201) 207-9374	john.f.mcternan@njit.edu
Willie Tyson	Mail Foreperson	yes	no	p	willie.l.tyson@njit.edu
Martin Shelton	Mail Specialist	yes	no	p	martin.shelton@njit.edu
Ruhel Ali	Mail Specialist	yes	no	p	ruhel.ali@njit.edu
Damon Jackson	Mail Specialist	yes	no	p	damon.e.jackson@njit.edu

Department Work Areas:

Social distancing in the work spaces will be promoted and maintained as follows:

Photo ID and Parking Office:

A simple operating procedure has been established to maintain distancing and is available on the njit.edu/parking web page:

<https://www.njit.edu/parking/sites/njit.edu.parking/files/Safe%20distance%20procedure%20for%20issuance%20of%20Photo%20ID%20cards%20%281%29.pdf>

The following is a current picture of the photo ID and parking office with numbered points of interest:



1. Stanchion barrier for separation to assure 6 foot separation
2. Table to transfer materials while maintaining distance
3. Counter as physical barrier * see note
4. Door to office suite can remain locked with desk staff being able to “buzz” people in
 - a. Signage on door and website will encourage people to make appointments
 - b. Lines on floor and sidewalk will guide people to stay 6 feet apart
5. PC workstations for customer use
6. Hand sanitizer for customers
7. Door to manager office to remain closed and locked
8. Gate to interior office to remain closed
9. Light switch and alarm keypad

Note: Areas to be cleaned often include: 2, 3, 4, 5, 6, 7, 8 & 9

* A plastic barrier will be installed to protect against contact

Mailroom:

A simple operating procedure has been established to maintain distancing and is available on the njit.edu/mailcenter web page: <https://www.njit.edu/mailcenter/covid-19-mailroom-procedures-0>

The following is a current picture of the mailroom with numbered points of interest:



1. Table to transfer materials while maintaining distance
2. Signage and contact info
3. Door can remain open
4. Mark on floor for safe 6 foot distance * see note
5. Light switch and alarm keypad
6. Work counter for mailroom staff
7. Cart for mailroom staff

Note: Areas to be cleaned often include: 1, 3, 5, 6 & 7. Mailroom staff will use facilities provided cleaning solution to wipe down these areas before and after their shift. Facilities services is also scheduled to clean these areas more thoroughly twice a week.

* A plastic barrier will be installed to protect against contact

Other Office Work Areas

Other employee work stations are either located in individual offices, or in work areas with natural 6 foot clearance including:

- Rob Gjini individual office
- Rich Mendez individual office
- John McTernan individual office
- Chris Erixson individual office
- Luis Guillen individual work station
- Mike Dabrowski individual work station
- Mailroom individual work stations
- Locksmith individual work shop
- Drivers vehicles * see note

* Installation of a plastic barrier was investigated to protect against contact between driver and passenger. Below is one possibility. Senior administration does not desire this solution at this time.



Lunch / Break Areas for In-Office Food Consumption

Phase 0, 1 & 2:

- Employees will stagger their use of these areas
- Employees will wipe down areas they use before and after use including countertops and handles (refrigerator, sink and microwave).

Phase 3 & 4:

- Normal operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use.

Department Function:

Building Door Schedules:

Allows for access to buildings for students, faculty, staff and others

Critical to Campus Security

Phase 0:

- All buildings require NJIT photo ID for **authorized** card swipe access 24/7
- CTR (cafe) and CULM (mailroom) allow all active cards to swipe during bldg hours

Phase 1:

- All buildings require NJIT photo ID for **authorized** card swipe access 24/7
- Authorized after-hours bldg swipe access only

Phase 2:

- All buildings require NJIT photo ID for **all active** card swipe access during bldg hours
- Authorized after-hours bldg swipe access only

Phase 3 & 4:

- Building doors scheduled to open during normal hours
- Authorized after-hours bldg swipe access only

Facilities Systems Operations:

Maintain functionality and programming of systems including: card access, alarms, video, parking, etc.

Critical to Campus Security

Follow Phased Staffing per page 1

Staff will be issued face coverings and will follow social distancing. EHS training will be scheduled depending on the type of mask available to issue.

Phase 0, 1 & 2:

- Only critical anomalies will be addressed including failure of: work stations, card readers, locks, video, parking gates
- Staff work from home and access systems from home PC, email and phone
- Essential Staff must report to campus as required to correct loss of functionality
- Essential Staff must report to campus periodically to coordinate installations and updates of equipment as needed
- Contractors can be contacted via phone in lieu of or in addition to staff response

Phase 3 & 4:

- Normal system maintenance will resume as needed for normal operations
- Essential Staff must report to campus to test and maintain equip

Locksmith & Doors

Campus Locks and Doors must remain functional to maintain security for buildings

Critical to Campus Security

Follow Phased Staffing per page 1

Staff will be issued face coverings and will follow social distancing. EHS training will be scheduled depending on the type of mask available to issue.

Phase 0, 1 & 2:

- Only critical anomalies will be addressed including failure of door and locking function
- Coordinating Staff work from home and receive work orders via SchoolDude and phone
- Essential Staff must report to campus as required to correct loss of functionality

- Essential Staff must report to campus periodically to coordinate installations and updates of equipment as needed
- Contractors can be contacted via phone in lieu of or in addition to staff response

Phase 3 & 4:

- Normal system maintenance will resume as needed for normal operations
- Essential Staff must report to campus to test and maintain equip

SchoolDude Work Order System

Campus work order system must remain functional to coordinate and prioritize work
Critical to Campus Function

Phase 0, 1, 2, 3 & 4

- Coordinating Staff work from home and process work orders via home PC
- Managers prioritize work via PC or handhelds (also possible from home)
- Essential Staff must report to campus as required to perform needed work
- Contractors can be contacted via phone in lieu of or in addition to staff response

Mailroom

Campus Mailroom must remain functional to maintain campus function

Critical to Campus Operations

Follow Phased Staffing per page 1

General Notes

- As departments re-open during their phased reconstitution plans, they will coordinate with the Mailroom Manger via email and phone to resume office deliveries and pickups
- Mailroom Manager coordinates schedules and priorities with mailroom staff
- Mailroom staff will be issued face coverings and will follow social distancing as established by each department. EHS training will be scheduled depending on the type of mask available to issue.
- Undeliverable and non critical mail and packages are stored in the mailroom cage

Incoming Mail

- Approximately 1,000 pieces of mail is picked up from post office on a daily basis
- USPS indicated that they will hold mail as long as possible before returning to sender if needed
- Some mail is Critical for: receiving checks, legal and required communications
- Mail Manager will coordinate with administrators, departments and researchers for special needs including shipping critical mail off campus to senior staff members
- Essential Staff must report to campus as required to pick up, sort and deliver mail

Incoming Packages

- Approximately 100 packages are received at the mailroom on a daily basis
- When NJIT departments are closed, package cannot be delivered
- UPS indicated that they will hold packages until they can be delivered or until the shipper or receiver makes alternate arrangements with UPS
- Some packages are Critical for: experiments, office function, etc.
- Mail Manager will coordinate with administrators, departments and researchers for special needs including shipping critical packages off campus to senior staff members
- Essential Staff must report to campus as required to deliver packages

Outgoing Mail

- Approximately 400 pieces of mail is stamped and sent out on a daily basis
- When NJIT departments are closed, this volume will reduce significantly
- Some outgoing mail is Critical for: sending checks, legal and required communications
- Mail Manager will coordinate with administrators, departments and researchers for special needs
- Essential Staff must report to campus as required to process and deliver mail

Outgoing Packages

- Approximately 30 packages are sent out via the mailroom on a daily basis
- When NJIT departments are closed, package volume will reduce significantly
- Some outgoing packages are Critical for: experiments, office function, etc.
- Mail Manager will coordinate with administrators, departments and researchers for special needs
- Essential Staff must report to campus as required to process packages

Phase 0:

- See mailroom layout plan on previous pages
- All mail routes are suspended
- Manager will arrange to home mailings for critical mail and packages
- Specialists will assist customers who come to mailroom
- Social distancing will be maintained

Phase 1 & 2

- Social distancing will remain in effect for all in-person mailroom activity
- Manager will coordinate with departments as they open
- Mail specialists will re-start rout deliveries to offices that open
- Package deliveries will be signed for by the mail specialist (not the customer)

Phase 3 & 4

- Normal mail operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use.

Photo ID Generation

Photo ID is needed for building access and other functions including meal plans.

Critical to Campus Security & Function

Follow Phased Staffing per page 1

Phase 0:

- Staff work from home and access photo ID equip
- Information can be exchanged via email (including photos)
- Essential Staff must report to campus as required to generate photo ID

Phase 1 & 2:

- See badging office layout plan on previous pages
- We are investigating methods for remote badging in bulk for freshmen orientations with our manufacturer (AMAG).
- In person badging will follow social distancing with lines drawn on the floor and sidewalk indicating proper wait line spacing.
- Person will need to remove their mask in order to take the photo, then they will re-apply it.

Phase 3 & 4:

- Normal badging operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

Building Card Access Processing

Processing of building swipe card access is needed for campus security.

Critical to Campus Security

Follow Phased Staffing per page 1

Phase 0:

- Staff work from home and assess building access needs via email and phone
- Access can be processed remotely from home PC

Phase 1 & 2:

- See office layout plan on previous pages
- In person processing will follow social distancing with lines drawn on the floor and sidewalk indicating proper wait line spacing.

Phase 3 & 4:

- Normal processing operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

Parking Services

Parking registration and issuance of hangtags, Visitor Parking Reservations, & Parking Ticket Processing

Critical to Campus Function

Follow Phased Staffing per page 1

Phase 0:

- Staff work from home and assess parking needs via email and phone
- Parking can be processed remotely from home PC
- Hangtags can be readied for mailings from home
- Staff can deliver hangtag mailings to mailroom on a scheduled basis

Phase 1 & 2:

- See office layout plan on previous pages
- In person processing will follow social distancing with lines drawn on the floor and sidewalk indicating proper wait line spacing.
- In-office customer used PC's will be places out of service

Phase 3 & 4:

- Normal processing operations will resume
- Workers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

Time Clock Plus System

Campus TCP system must remain functional to process payroll

Critical for Employee Payroll

Phase 0, 1, 2, 3 & 4:

- Approving Managers process time via PC (possible from home)
- Essential Staff who report to campus should continue to punch clocks
- Clocks should be cleaned as appropriate by custodial staff

Transportation:

Rutgers Shuttle

Provides transportation buses between campuses, shopping and mass transit

Managed and operated by Rutgers (contact John Karakoglou)

Critical to Campus Function

Phase 0, 1, 2, 3 & 4

- Rutgers will determine appropriate response for operations with feedback from NJIT
- Rutgers will communicate with NJIT AVP Rob Gjini on any updates and communications
- Rob Gjini will convey information to NJIT administration and the community as needed
- Detailed information from Rutgers includes:
 - Drivers have been issued masks and gloves from First Transit and must wear them at all times.
 - Passenger loading / unloading protocol: All passengers are loading through the rear doors of the 40 ft. buses unless we have a handicapped person who needs to use the front doors. Passengers are required to be wearing face masks at all times.
 - Bus sanitizing procedure & schedule: First Transit mops and cleans the entire bus and disinfects railings, seats and handholds on a nightly basis.

Admin Vehicle Fueling and Maintenance

Admin vehicles must be maintained on a daily basis. Vehicle users bring vehicles to Elsy Auto for maintenance. Elsy has remained operational.

Phase 0, 1 & 2

- Admins will fuel and clean their own vehicles as needed
- If drivers are asked to bring a vehicle for service, the driver will wipe down the surfaces before and after each use. The maintenance vendor will also be asked to sanitize the vehicle after they service it.

Phase 3 & 4

- Normal fueling and maintenance function will resume.
- Drivers will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and asking vendors to sanitize when needed.

Scheduled Fleet Van Usage

NJIT has fleet vans that are normally scheduled for use by departments and student groups thru the Facilities Systems office

Non-Critical

Phase 0, 1 & 2:

- Van use will be suspended except for emergency
- If used in emergency, vans will be wiped down and sanitized by transportation

Phase 3 & 4:

- Staff will resume scheduling van use as needed
- Vehicle operator will be asked to wipe down the surfaces before and after each use.
- Transportation will schedule van to be sanitized as needed on a weekly basis

Fleet Vehicle Fueling

Fleet vehicles (including Public Safety vehicles) must be fueled on a daily basis. Vehicle users normally bring vehicles to National Fuel for fueling. National fuel has remained operational.

Critical to Campus Security

Phase 0, 1, 2, 3 & 4

- Vehicle operators will continue fueling as usual
- If National were to close, personnel will use existing Exxon and Shell gas cards for fueling.
- Vehicle operators will wipe down the surfaces before and after each use.
- Vehicle operators will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and snig vendors to sanitize when needed.

Fleet Vehicle Maintenance

Fleet vehicles (including Public Safety vehicles) must be maintained on a daily basis. Vehicle users bring vehicles to Elsy Auto for maintenance. Elsy has remained operational.

Critical to Campus Security

Phase 0, 1, 2, 3 & 4

- Vehicle operators will continue to bring vehicles for maintenance as usual
- If Elsey were to close, the following shops can be used: Maplecrest Ford & Goodyear
- Vehicle operators will continue to follow recommended sanitizing protocol as needed including wiping down surfaces before and after use and snig vendors to sanitize when needed.

Department Contractor Contacts:

The following contractors can be contacted thru the facility systems staff:

Area	Company	Name	Phone	email
Security Systems	AVS	Support	(973) 812-1866	support@avstech.com
Parking Systems	Amano	Support	(973) 618-4050	salvatore.martone@amanomcgann.com
Work Order System	SchoolDude	Support	(877) 868-3833	support@dudesolutions.com
Time Clock System	Time Clock Plus	Support	(325) 223-9300	saas.tickets@timeclockplus.com
Locks 1	Bills Lock	Bill Kushnick	(973) 697-1011	safecracker13@verizon.net
Locks 2	LI Lock	Jeff Kravitz	(516) 827-2143	service@lilocksmith.com
Locks 3	MacKensey Lock	Service Desk	(908) 233-9200	cdembowski@mackenziedoor.com
Rutgers Shuttle	Rutgers	John Karakoglou	(848) 932-4805	jkarakog@ipo.rutgers.edu
Fuel	National Fuel	Bryan Ayars	(973) 621-8866	bryan.a@nationalfueloil.com
Fleet 1	Elsy Auto	Jose Gomez	(973) 344-3783	elsyauto@gmail.com
Fleet 2	Maplecrest Ford	Kevin Ryan	(908) 964-7700 x5538	aluis@teammplecrest.com
Fleet 3	All American Ford	Rich Nelson	(201) 487-6700	n/a

3. Environmental Health and Safety Recovery Plan

EHS Recovery Plan – Version 2.0

The Environmental Health and Safety Department (EHS) supports the overall mission of NJIT by administering comprehensive environmental health and occupational safety programs throughout the university community. EHS seeks to develop and implement policies and procedures that protect public health, prevent personal injury, and maintain regulatory compliance in the areas of chemical, biological, and radiation safety; occupational health and safety; and environmental stewardship. Through these efforts, EHS supports NJIT's overall mission of education, research, and community engagement.

A prolonged campus closure due to extreme weather, extended power outage, or other natural or human-caused event may have significant impact on EHS operations. Pandemic infectious disease outbreaks may pose additional unique challenges to EHS operations due to quarantines, travel restrictions, and school closures imposed by the relevant public health authorities. Additionally, employees may be faced with lack of child care or the need to care for sick family members which may further complicate the ability of the EHS department to provide necessary services to the campus community.

Critical EHS Functions

There are a variety of critical functions performed by the NJIT EHS department. These functions include emergency response activities, the removal of regulated waste materials (including hazardous chemical waste, non-hazardous chemical waste, biomedical waste, and radioactive waste) from NJIT laboratories and shops, accident and injury investigation, liaison with governmental regulatory agencies, maintenance of regulated waste storage facilities, providing chemical inventories and Safety Data Sheets to the university community, and accessing personal protective equipment (PPE) for EHS personnel and others throughout the university community.

Non-Critical EHS Functions

EHS also provides less-critical, but necessary, functions such as providing technical advice and consultations regarding the development of Standard Operating Procedures for NJIT laboratories and shops, review and approval purchase order requests for chemicals, gasses, and biological lab reagents, review and approval of Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) protocols, conducting laboratory and shop inspections, oversight of environmental remediation projects, and providing a wide variety of safety training programs.

COVID-19 Restricted Campus Activities

Beginning on March 16, 2020 and in compliance with federal, state, and local directives, NJIT transitioned from normal campus operations to restricted campus activities. This entailed changing the delivery of course instruction from traditional classroom format to on-line learning. Additionally, all university departments were required to develop Continuity of Operations plans to limit campus activities to only those deemed essential while maintaining vital campus functions. These plans included various risk mitigation strategies including remote work, social distancing, staggered work shifts, prioritization of work, enhanced respiratory and hand hygiene, increased cleaning and decontamination of common touch surfaces and other similar strategies.

Reconstitution of Campus Activities

As the State of New Jersey and the City of Newark move past the apex of COVID-19 infections we are beginning to prepare for the gradual reconstitution of campus activities. The pending reconstitution of NJIT campus activities

will follow current federal, state, and local guidelines and will adopt additional guidelines that may be issued in the future.

Pre-Reconstitution Communication

Following a period of prolonged campus inactivity, the NJIT EHS department will be required to provide effective campus-wide communication, via appropriate institutional channels, leading up to a potential campus reopening. Communication may be required for instructional and research laboratories concerning the procurement, storage, use, and disposal use of potentially hazardous materials, the re-initiation of potentially hazardous equipment and processes, and the review and approval of research protocols involving potentially hazardous materials. Additionally, the EHS Department will be involved in providing on-line workplace hygiene training and generating respiratory and hand hygiene printed material for posting and distribution to campus departments.

General Strategies for Delivery of EHS Services During Phase One of Reconstitution:

The table below depicts in general terms those risk mitigation strategies that will remain in effect throughout the phased reconstitution period. Individual strategies and EHS tasks are discussed in more detail below.

Risk Mitigation Strategies	Phase One	Phase Two	Phase Three
Encourage Remote Work	✓	✓	
Phased Return to Work	✓	✓	✓
Hybrid Operations	✓	✓	✓
Health Monitoring Prior to Reporting	✓	✓	✓
Social Distancing	✓	✓	✓
Respiratory and Hand Hygiene	✓	✓	✓
Prioritization of Work	✓	✓	
Appointments with Stakeholders (Call Ahead/Knock First)	✓	✓	✓
Personal Protective Equipment (PPE)	✓	✓	✓
Office Space Restrictions	✓	✓	
Common Areas, Equipment, and Surfaces	✓	✓	✓
Sanitation and Disinfection	✓	✓	✓
Non-Essential Travel Restricted	✓	✓	✓

All Phases – Federal guidelines instruct employers to develop and implement appropriate policies regarding social distancing, temperature checks, sanitation and disinfection, business travel, monitoring employees for indicative symptoms, return-to-work policies, and workforce contact tracing.

Phase One (1) – Federal Guidelines describe phase one of reconstitution as a time period during which vulnerable individuals should continue to shelter-in-place, social distancing remains in effect, social settings of more than ten individuals should be avoided unless risk mitigation strategies are employed, and non-essential travel is minimized.

Phase one (1) guidelines also instruct employers to encourage remote work, close common areas and/or enforce strict social distancing, minimize non-essential travel, enforce CDC isolation guidelines following travel, and accommodate vulnerable populations. For EHS, only essential tasks will be performed in-person by those deemed essential employees.

Employee Input – Throughout the recent period of social distancing and remote work, the EHS department has conducted daily group meetings utilizing both conference calls and on-line meeting formats. Leading up to the

phased reopening of the campus, EHS group members will discuss reconstitution plans relevant to individual EHS employees, the EHS department, and the NJIT campus community. These discussions will be used to identify employee concerns and suggestions regarding return to work strategies. By engaging employees in open discussions, it is hoped that valuable insights into departmental and institutional processes will be realized that can be incorporated departmental workplace guidelines. By taking employee concerns into account and incorporating them into departmental guidelines we hope to improve EHS effectiveness and lessen employee anxiety.

Remote Work - The EHS Department will continue to utilize a variety of strategies to deliver critical EHS functions to the university community. In line with federal guidelines for re-opening, during phase one (1) of the reconstitution period, EHS employees will be encouraged to continue to work remotely if deemed necessary. Remote work by one group member will allow more appropriate social distancing by the remaining group members.

Hybrid Operations – The concept of hybrid operations refers to an operating status whereby some group members are working remotely while others are reporting to work. It is anticipated that EHS will operate in a hybrid manner throughout phase one (1) of the reconstitution plan.

On-Site Work - There are certain critical EHS functions such as emergency response and hazardous waste collection from university laboratories that cannot be completed remotely. The completion of these critical functions will require EHS personnel to report to work and potentially have face-to-face contact with other members of the university community. During phase one (1), the following risk reduction strategies will be employed:

Prior to Reporting – EHS group members will be instructed to monitor their temperature prior to physically reporting to work and asked to stay home if they have an elevated temperature or if they are feeling unwell with flu-like symptoms.

Prioritization – Prioritization of needed services based on available staffing and potential severity of likely hazards or impact to ongoing research activities will continue throughout phase one (1) of the reconstitution period. For example, the collection of hazardous waste will be prioritized by date, volume, and hazard. The collection of acutely hazardous waste will always be given priority over routine waste collection. Emergency response activities will remain the EHS department's highest priority function.

Calling Ahead – Providing advance notice that an EHS group member will be visiting a specific campus location at a specific time. This will allow the building occupant(s) to prepare for EHS' arrival. This may entail moving to the other side of the room or leaving the room entirely, if appropriate, to provide adequate social distancing. Or staging their hazardous waste, for example, in a specific designated area that will negate the need for face-to-face contact.

Knock First – EHS group members are instructed to always knock first and announce themselves prior to entering a lab, shop, or office to give building occupants a chance to make needed social distancing adjustments.

PPE - EHS group members wear personal protective equipment (PPE) for various lab, shop, and hazardous waste management activities irrespective of COVID-19 considerations. The selection of PPE to be worn should always be appropriate for the specific hazard to be mitigated and task to be performed. PPE may include lab coat or apron, nitrile gloves, safety glasses, chemical splash goggles, full face shield, surgical mask, dust mask, N95 or other similar devices. EHS group members are trained in the proper care, use, storage, and disposal of PPE.

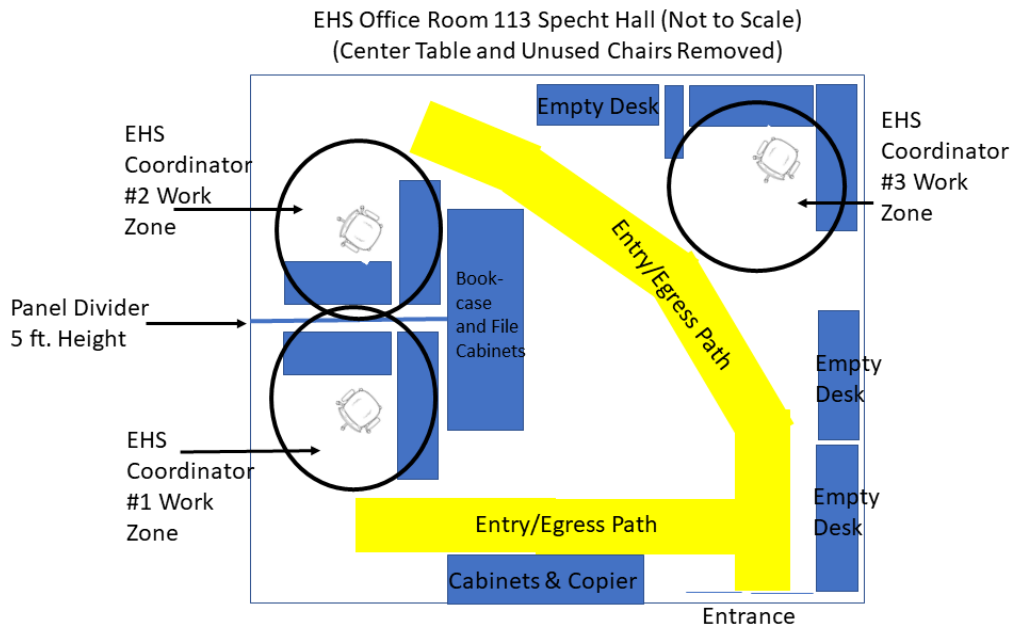
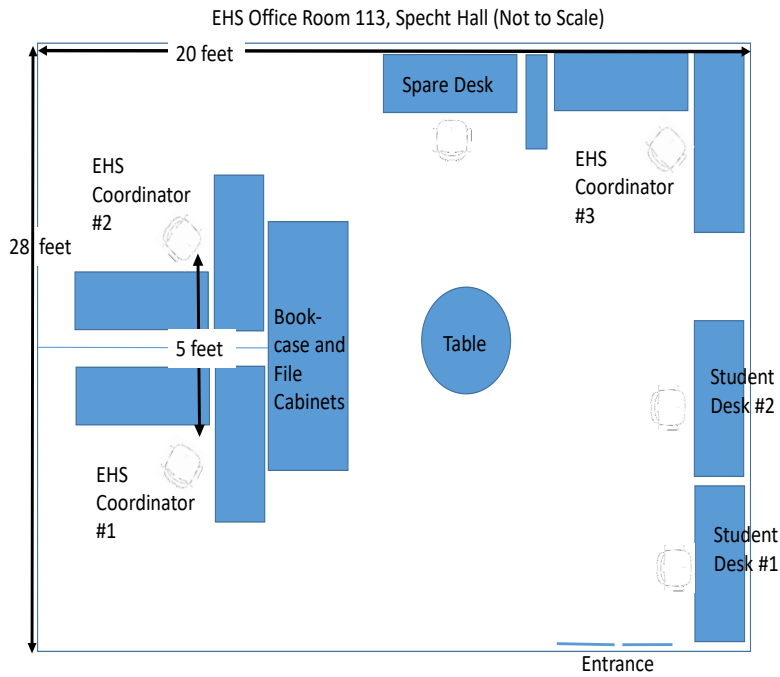
Throughout the course of phase one (1) of the reconstitution plan, EHS group members will also have available fabric face coverings that may be worn for routine campus operations. To date, EHS has donated the majority of in-stock PPE supplies to the NJIT Department of Public Safety for use in potential COVID-19 medical response calls. EHS has reserved a small quantity of medical grade PPE to be used for emergency response or other high-hazard activities.

Respiratory and Hand Hygiene – EHS group members have been instructed to cover their coughs or sneezes and to maintain appropriate respiratory etiquette. Additionally, EHS group members have been instructed to wash their hands immediately after removing their PPE, when returning from all field assignments, prior to lunch or coffee breaks, and other strategic times throughout the workday. Hand sanitizer is available in the lobby of the Specht building as well as all other administrative buildings and may be used by EHS group members when entering and exiting NJIT's buildings throughout the workday.

Social Distancing - When EHS staff members report to work during the phase one reconstitution period care will be taken to comply with social distancing requirements recommended by the relevant public health authorities. When engaged in person-to-person tasks, EHS staff members will maintain a minimum of six (6) feet of distance between themselves and members of the campus community. Additionally, in-person EHS training programs will be cancelled and delivered virtually for the duration of the phase one reconstitution period.

Office Arrangements - The EHS Executive Director is assigned to a private office on the first floor of the Specht Building (no social distancing issues). The three EHS Coordinators are assigned to the common EHS Office also located on the first floor of the Specht Building. During the phase one (1) reconstitution period, the two student desks and the spare desk will remain unoccupied (see diagram below). The distance between EHS Coordinator #1 and #2 is five feet – which would need to be increased if all three EHS Coordinators were to be present at the same time.

During phase one (1), only two EHS Coordinators will be present in the office at the same time, with the third Coordinator working remotely from home (e.g., Hybrid Operating Status). Minor adjustments can be made to the office layout (e.g., moving EHS Coordinator #2's computer work station to the far side of the cubicle) to accommodate all three EHS Coordinators being present at the same time safely, if necessary due to a specific situation or task (large-scale emergency response, for example) that required all EHS group members to be present. During phase one (1), decreased routine campus activities will make the need for all three EHS Coordinators to be present at the same time unlikely. Warning tape will be affixed to the floor to demarcate each Coordinator's zone of exclusivity.



Entry and Egress – Small office alterations such as maintaining non-essential desks empty (spare desk and two student desks) and removing unnecessary office chairs and center table will promote better social distancing by providing clear and unobstructed paths for entry and egress.

Alternate Location – EHS also has an adjacent ancillary services area. This room houses EHS' large format printer, file storage cabinets, SDS library, PPE storage and other associated items. This location is equipped with data jacks, worktable, and other amenities. During the phase one reconstitution period, this alternate location may serve as a seating area for an EHS student worker or another group member, if required.

Common Touch Surfaces – EHS group members will be instructed never to answer another group member’s phone or handle another’s office equipment such as computer keyboard or mouse. Also, EHS group members will decontaminate common touch surfaces such as the door handle, storage cabinet door handles, door lock touch pad, light switch, printer/copier control pad, etc. using appropriate disinfectant solution at the beginning and end of each work shift. This is in addition to institutional cleaning activities.

Common Equipment – The main piece of common equipment is the departmental printer and copier located in the main EHS office. During phase one (1) of campus reconstitution, EHS Coordinators will be discouraged from printing and copying unnecessarily. When printing and copying is required, EHS Coordinators will communicate verbally regarding printer use and wipe down the control pad, compartment handles, paper trays or any other common touch surfaces following use of the device. Laptops used for training, industrial hygiene monitoring equipment, shared keys, and other shared items will be maintained similarly. This is in addition to institutional cleaning activities.

In-Office Food Consumption – The adjacent ancillary services area is also the location of a shared departmental refrigerator and microwave. During phase one (1) of campus reconstitution, consensus will be reached among EHS group members whether to abandon the use of these items altogether or to develop a shared departmental cleaning schedule. With limited options available for food service, bringing in food from home or opting for grab and go food choices will be encouraged. Individual food or beverage devices such as electronic tea kettles, coffee pots, and other similar items will not be shared among group members and the cleaning of such items will be the responsibility of individual group members.

Common Areas – For the duration of phase one (1) of the reconstitution plan, common areas such as the seating area in the lobby of the Specht Building and the EHS ancillary service area will remain closed for use as congregate seating areas. If these locations are to be used by one or two EHS group members, appropriate social distancing requirements will be adhered to.

Contractors, Vendors, and Consultants – For the duration of phase one (1) of the reconstitution plan, contractors, vendors, and consultants engaged in activities on behalf of the EHS department will abide by the same social distancing, PPE, and workplace hygiene requirements as do NJIT employees. It will be the responsibility of individual EHS group members to review these requirements with contracted vendors and establish health and safety plans for specific projects as needed.

Completion of Critical Functions During Phase One (1) Reconstitution Period:

Emergency response activities – completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

The removal of regulated waste materials (including hazardous chemical waste, non-hazardous chemical waste, biomedical waste, and radioactive waste) from NJIT laboratories and shops – completed by contracted hazardous materials vendor with on-site supervision of EHS professional staff. Social distancing and PPE risk reduction strategies to be employed.

Accident and injury investigation – potentially completed remotely depending on the nature of the incident. Most incident investigations will likely require an on-site component by EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Liaison with government regulatory agencies - completed by on-site EHS professional staff if required. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Maintenance and monitoring of regulated waste storage facilities - completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Providing chemical inventories and Safety Data Sheets to the university community - completed remotely.

Accessing personal protective equipment (PPE) for EHS personnel and others throughout the university community - completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Completion of Non-Critical Functions During Phase One (1) Reconstitution Period:

Providing technical advice and consultations regarding the development of Standard Operating Procedures for NJIT laboratories and shops – completed remotely.

Review and approval purchase order requests for chemicals, gasses, and biological lab reagents – completed remotely.

Review and approval of Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) protocols – completed remotely.

Conducting laboratory and shop inspections – completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Oversight of environmental remediation projects – completed by on-site EHS professional staff. Follow up to be completed remotely. Social distancing and PPE risk reduction strategies to be employed.

Providing a wide variety of safety training programs – cancel, postpone, re-schedule in-person training. Work towards instituting on-line training options to meet the needs of the NJIT research community.

General Strategies for Delivery of EHS Services During Phase Two (2) of Reconstitution:

Phase Two (2) – Federal Guidelines describe phase two (2) of reconstitution as a time period during which vulnerable individuals should continue to shelter-in-place, moderate social distancing remains in effect, social settings of more than twenty five (25) individuals should be avoided unless risk mitigation strategies are employed, and non-essential travel may be resumed.

Phase two (2) guidelines also instruct employers to continue to encourage remote work, close common areas and/or enforce moderate social distancing, and resume non-essential travel. Phase two (2) will be characterized by schools, large venues, and gyms re-opening if social distancing and sanitation requirements can be adhered to. For EHS, phase two will be characterized by approximately 25% of EHS staff present in the common EHS office.

It is anticipated that during phase two (2) of reconstitution, NJIT will begin to allow more congregate activities in accordance with federal, state, and local guidelines. Keeping in mind that the following restrictions remain in place for all phases of reconstitution: social distancing, temperature checks, sanitation and disinfection, business travel, monitoring employees for indicative symptoms, return-to-work policies, and workforce contact tracing.

During phase two (2) of reconstitution, EHS group members will continue to decontaminate common touch surfaces and common use equipment in and around the EHS work area, maintain appropriate social distancing requirements for office and field activities, and continue health monitoring prior to reporting.

The NJIT EHS department will utilize many of the same risk mitigation strategies employed in phase one (1) of the reconstitution plan as in phase two (2). Specifically, the risk mitigation strategies described below will be employed strategically during phase two (2).

- Encourage Remote Work
- Phased Return to Work
- Hybrid Operations
- Health Monitoring Prior to Reporting
- Social Distancing
- Respiratory and Hand Hygiene
- Prioritization of Work
- Supervision of Contractors, vendors, and consultants
- Appointments with Stakeholders (Call Ahead/Knock First)
- Personal Protective Equipment (PPE)
- Office Space Restrictions
- Common Areas, Equipment, and Surfaces
- Sanitation and Disinfection
- Non-Essential Travel Restricted

The degree of implementation of each strategy will be tailored to the specific campus operating conditions during phase two (2). For example, it is anticipated that during phase two (2) of reconstitution, NJIT's instructional and research laboratories and shops may begin operations with certain restrictions. Therefore, it is to be expected that the pace of hazardous waste removal requests will begin to increase. In order to satisfy these requests safely, EHS group members will review and select appropriate risk mitigation strategies for this task (including on-site work, prioritization and appointments, social distancing, PPE, and sanitation and disinfection).

As more office workers return to campus it is anticipated that EHS will receive work orders and phone calls regarding common office concerns such as odor complaints, for example. In order to safely respond and provide the necessary services, EHS group members will review and select appropriate risk mitigation strategies for this task (including on-site work, appointments, social distancing, and PPE).

As campus operations continue to increase, EHS will ramp up the provision of in-house services not initiated by work order or phone request. These tasks may include the collection of water quality samples, laboratory or shop inspections, or fume hood air velocity testing, for example. These tasks require EHS group members to enter various academic buildings and residence halls. In order to provide the necessary services safely, EHS group members will review and select appropriate risk mitigation strategies for these tasks (including on-site work, appointments, social distancing, and PPE).

The provision of all critical and non-critical EHS services during phase two (2) of the reconstitution process will be evaluated in a similar manner, always considering:

- Federal, state, and local guidelines and directives;
- NJIT's official operating status;
- Workplace restrictions implemented for all phases of reconstitution; and
- All institutional policies enacted to promote the safety and wellbeing of NJIT employees.

General Strategies for Delivery of EHS Services During Phase Three (3) of Reconstitution:

Phase Three (3) – Federal Guidelines describe phase three (3) of reconstitution as a time period during which vulnerable individuals can resume public interactions but should continue social distancing and precautionary measures. Low risk populations are instructed to consider minimizing time spent in crowded environments. During phase three (3), employers may have up to 50% of employees present in the workplace.

It is anticipated that during phase three (3) of reconstitution, NJIT will begin to allow unrestricted congregate activities in accordance with federal, state, and local guidelines. Keeping in mind that the following restrictions remain in place for all phases of reconstitution: social distancing, temperature checks, sanitation and disinfection, business travel, monitoring employees for indicative symptoms, return-to-work policies, and workforce contact tracing.

During phase three (3) of reconstitution, EHS group members will continue to decontaminate common touch surfaces and common use equipment in and around the EHS work area, maintain appropriate social distancing requirements for office and field activities, and continue health monitoring prior to reporting. These risk mitigation strategies will remain in effect throughout phase three (3) of reconstitution.

For EHS, phase three will be characterized by approximately 50% of EHS staff present in the common EHS office.

EHS Phased Staffing Plan

- Phase 0: Beginning on March 16, 2020 and lasting until May 2, 2020 EHS completed the majority of tasks by remote work. EHS staff members reported to work to complete critical tasks only on an as-needed basis. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule.

- Phase 1: During the initial stage of the phased recovery process lasting from May 2, 2020 until June 15, 2020, EHS continued to complete the majority of tasks by remote work. EHS staff members reported to work on an as-needed basis. Typically, EHS staff members reported to work no more than one day per week on a rotating basis. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule.

- Phase 2: During phase two of the phased recovery process beginning on June 15, 2020 EHS staff members will continue to complete the majority of tasks remotely but will begin to report to work on a more regular basis. As many of EHS' critical tasks are associated with laboratory and facility operations and the procurement, storage, use, and disposal of potentially hazardous materials, EHS staffing levels will need to increase to accommodate operational needs. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule. Please see EHS Phase two staffing plan below:

Name	Monday	Tuesday	Wednesday	Thursday	Friday
M. Gayer		✓		✓	
P. Ghanbari	✓	✓			
N. Screen-Reddick		✓	✓		
T. McNair				✓	✓

Notes:

- M. Gayer is provided with a private office and will not affect social distancing with other group members.
- The EHS office is able to accommodate two staff members present on the same day; see Office Arrangements section above.
- EHS staff members are deemed Essential Personnel.

- Phase 3: During phase three of the phased recovery process (dates to be announced by the relevant authorities) it is anticipated that the number of personnel returning to the NJIT campus will continue to increase. Therefore, the amount of time that EHS staff members will need to be on campus will similarly increase. Once the date of the transition to stage three is announced and based on campus conditions at that time, EHS will expand the above schedule to reflect an additional in-person day on campus for each EHS staff member for a total of three days per week. Campus emergencies may require EHS staff members to report to campus regardless of planned schedule.

- Phase 4: It is anticipated that phase four of the phase recovery process will see a return to the normal 5-day per week work schedule for EHS group members.

EHS Contact Information

EHS General Contact Information:

Website: www.njit.edu/environmentalsafety

E-mail: healthandsafety@njit.edu

Phone: (973) 596-3059

Individual EHS Group Members:

Mitchell Gayer, EHS Exec. Director

Office Phone: 973 596-5736

Cell Phone: 973-508-3279

E-Mail: gayer@njit.edu

Payam Ghanbari, EHS Coordinator

Office Phone: 973-596-8472

Cell Phone: 973-652-0745

E-Mail: payam.ghanbari@njit.edu

Noelle Screen Reddick, EHS Coordinator

Office Phone: 973-596-3086

Cell Phone: 973-289-6363

E-Mail: noelle.screen-reddick@njit.edu

Tamara McNair, EHS Coordinator

Office Phone: 973-596-6237

Cell Phone: 973-289-7231

E-Mail: tamara.mcnair@njit.edu

Hazardous Materials Response Vendor:

Turnkey Environmental Cell Phone Contact Information:

Robert Greco, Turnkey Environmental: 908-310-8608

Alfred Young, Turnkey Environmental: 973-713-9003

EHS Recovery Plan Appendices:

- I. Regulated Waste Removal Protocol
- II. Respiratory Protection Guidelines During Phased Recovery
- III. PRP Research Laboratory Safety Criteria
- IV. PPE Guide for Instructional Laboratories

Appendix I

EHS Pandemic Recovery Plan – Regulated Waste Removal Protocol

Due to executive orders set forth by the state of New Jersey, NJIT EHS personnel will now be required to perform routine tasks while complying with social distancing standards. Waste removal procedures will be altered to adhere to the required standard and will gradually advance during re-opening phase progression.

NJIT laboratories and machine shops must be notified prior to the start of removal activities via email or phone by NJIT EHS personnel. EHS will also alert lab personnel verbally or by knocking loudly prior to entering laboratories and shops. Waste should be stored in central waste storage location or satellite accumulation area for safe removal.

All personnel removing waste are required to wear gloves, face masks, and lab coats. Gloves should be changed frequently and removed prior to touching communal surfaces in laboratories and buildings such as doors, keypads, and elevator buttons. Face mask disposal must follow university disposal guidelines for laboratory and office settings.

University elevator use will be restricted to a maximum capacity of 4 people per elevator car. Waste removal activities will comply with the imposed restrictions and use alternate and/or freight elevators when available. NJIT EHS will also prohibit others from traveling on elevators during waste transportation.

Waste Transportation will also be limited to campus traffic flow patterns and entry restrictions. EHS personnel and contracted vendors will comply with revised building traffic patterns such as one-way hallways, stairwells, and modified building entrance requirements.

NJIT EHS will schedule waste removal requests (based on priority) to avoid multiple trips and overcrowding of waste carts during early phases of re-opening.

Phase 1:

Waste removal activities will be performed by contracted waste vendor. The contracted waste vendor will be accompanied by one EHS personnel. EHS personnel will assist vendor by opening laboratory doors and using appropriate identification for swipe entry at all waste pick-up locations.

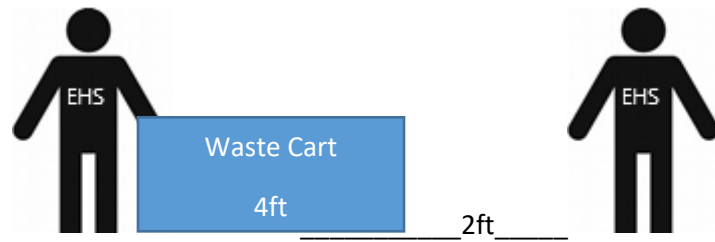
Transportation of waste will require appropriate social distancing. EHS personnel should walk a minimum of 2 ft. ahead of the person operating the cart. Safeguards must be in place at all times. Waste removal activities requiring two people will be performed by the contracted waste vendors only.



Phase 2:

Waste removal activities will be performed by contracted waste vendor or NJIT EHS personnel. Phase 1 waste removal procedures are acceptable but not required. Two NJIT EHS personnel can effectively remove laboratory waste without being accompanied by contracted waste vendor. Safeguards must be in place with enhanced protection while in close proximity. Limited waste removal tasks that can be easily safeguarded will be performed.

Transportation of waste will require appropriate social distancing. EHS personnel should walk a minimum of 2 ft. ahead of the person operating the cart. Safeguards must be in place at all times. Waste removal activities requiring two people will be performed by NJIT EHS personnel.



Phase 3:

Waste removal activities can be performed when applicable by NJIT EHS personnel only. Phase 1 and Phase 2 waste removal procedures are acceptable but not required. Two NJIT EHS personnel can effectively remove laboratory waste. The contracted waste vendor will be used as needed. Safeguards will be in place. All waste removal tasks that can be easily safeguarded will be performed.

Transportation of waste will involve limited distancing. EHS personnel are encouraged to transport materials on opposite ends of waste cart but not required. Close proximity with safeguards is acceptable. Waste removal activities requiring two people will be performed by NJIT EHS personnel.



Universal Waste Management

All routine universal waste produced by shops and Facilities have to be kept in their designated containers at allocated spaces. EHS needs to be notified as soon as the designated containers are ready for pick up. Arrangements will be made for the waste to be removed from designated areas (for instance Cypress basement for light bulb waste) by the contracted vendor. This arrangement will ensure physical contact with NJIT personnel will be limited to EHS personnel providing access to waste storage areas.

All containers must be properly labeled and ready for shipment in their designated room at the time of removal. Replacement waste containers can be provided at this time based on the demand. The social distancing measures will be maintained as stated above by EHS personnel and vendors.

The universal waste should be kept in their specific locations on campus at all times. Generally, there is no need for any other NJIT employee, except EHS personnel, to be present at the time of removal to provide the vendor with access to rooms and shops. Facilities notifies EHS in case a major waste removal needs to be scheduled. This is applicable to all phases.

Biological Waste Management

Biological waste management shall follow the same procedures as stated above for laboratory waste removal. PPE disposal should continue to follow waste disposal procedures prior to pandemic.

PPE contaminated with or used in research activities with recombinant/synthetic nucleic acids, bloodborne pathogens, biological toxins, infectious substances, or biosafety level 2 (BL-2) materials shall be treated and disposed of in accordance with biological waste procedures. Other PPE that may be potentially contaminated shall be disposed of non-hazardous waste.

NOTE: Non-hazardous waste is disposed responsibly through the contracted waste vendor.

Please visit the EHS Waste Management website for additional information:

<https://www.njit.edu/environmentalsafety/waste-management> or send an email to healthandsafety@njit.edu with your questions or concerns.

If your laboratory is anticipates conducting any research or testing activities involving coronavirus, please contact the NJIT EHS office in advance.

Appendix II

Respiratory Protection Guidelines During Phased Recovery

The US Centers for Disease Control and Prevention (CDC) recommends various mitigation strategies for the general public to help protect against COVID-19 infection. These strategies include that members of the public:

- Understand how the virus spreads
- Practice proper hand hygiene
- Practice social distancing
- Wear face coverings when in public
- Practice respiratory etiquette
- Clean and disinfect commonly touched surfaces

Regarding the wearing of face coverings, the CDC recommends:

- Everyone should wear a face cover when around others
- Cloth face covers are meant to protect others in case you are sick
- Do not use face masks that are reserved for healthcare workers and emergency responders
- Continue to practice social distancing while wearing face coverings; the cloth face covering is not a substitute for proper social distancing

In line with federal and state recovery plans, the NJIT recovery plan describes a phased recovery of campus operations with more faculty, students, and staff expected to be on campus as we progress through the phasing process. It is anticipated that cloth face coverings will be required throughout phase 0, phase 1, and phase 2 of the recovery process. The cloth face coverings recommended by the CDC are appropriate to be worn for most office, classroom, and campus activities during recovery. However, there may be certain situations where disposable face coverings, face masks, or enhanced respiratory protection are required, including:

- Enhanced Respiratory Protection - Respiratory Protection worn by Public Safety, Facilities, Residence Life, and others who may be engaged in activities that necessitate a higher level of protection. Please note the following:
 - For those wearing surgical masks or surgical style masks (below the N-95 level of efficiency), EHS has provided Respiratory Protection Awareness Training and asked wearers to complete the Voluntary Use Form for Respirators.
 - For those wearing respirators of N-95 level of efficiency and higher, EHS has provided Respiratory Protection Training in conformance with the OSHA Respiratory Protection Standard and has required medical evaluation to determine fitness to wear respirators and has performed qualitative fit testing to determine proper respirator fit for each wearer and respirator.
- Disposable Face Masks for Laboratory Settings – Due to the presence of a variety of potentially hazardous materials present in research and instructional laboratories, reusable cloth face masks

may not be ideal for laboratory activities. This is due to the possible contamination of the cloth face covering with potentially harmful laboratory reagents including chemical, biological, or radioactive materials. Additionally, existing laboratory safety protocols must continue to be enforced during the recovery process, including:

- Not wearing used PPE outside of the laboratory setting to prevent the dissemination of contamination outside of the laboratory
- Not touching common surfaces (such as door handles, elevator buttons, water faucets, etc.) outside the laboratory with potentially contaminated gloved hands
- After completing experiments in the lab, used gloves should be removed and discarded properly within the laboratory prior to exiting
- Laboratory coats should never be worn outside the lab
- Laboratory coats should not be laundered at home
- Please note that there may be exceptions to some of these provisions such as:
 - The transport of samples between labs and between buildings. In these situations, laboratory workers should be following a written Standard Operating Procedure (SOP) for specimen transport that takes the above items (and others) into consideration.
- For the reasons described above, EHS recommends disposable face masks for use in the laboratory setting.

Respirator Use Requirements

- Selection of Respirators
 - Cloth Face Coverings: As stated above, the CDC recommends the wearing of fabric face coverings for all Americans when out in public.
 - The CDC recommends that cloth face coverings **SHOULD**:
 - cover your nose and mouth
 - fit snugly but comfortably against the side of face
 - be secured with ties or ear loops
 - include multiple layers of fabric
 - allow for breathing without restriction
 - be able to be laundered and machine dried without damage or change to shape.
 - The CDC also recommends that cloth face coverings **SHOULD NOT**:
 - not be placed on young children under the age of 2
 - not be worn by those with trouble breathing
 - not be placed on anyone who is unconscious, incapacitated, or otherwise unable to remove the fabric face covering without assistance
 - CDC recommendations include a reminder that cloth face coverings are not surgical masks or N-95 respirators which are considered critical supplies to be reserved for emergency responders and medical personnel.
 - The cloth face coverings recommended by the CDC are appropriate to be worn for most office, classroom, and campus activities during the phased recovery of NJIT's operations.

- Understand the limits of respiratory protection. It is important that personnel wearing face masks or respirators understand the type of hazard the face mask or respirator is designed to protect against. For example, a dust mask may offer protection against dust and particulates but offers no protection against chemical vapors.
- Surgical masks, surgical style masks, and disposable face masks below the N-95 level of efficiency: There may be certain campus activities that require a higher level of respiratory protection such as those performed by Public Safety, Facilities Services, Facility Systems, Residence Life personnel, for example, where surgical masks or surgical style masks (below the level of N-95 efficiency) are appropriate. Additionally, there may be certain campus activities (for example working with potentially hazardous materials in a research or instructional laboratory) where disposable face masks are appropriate.
- As all types of disposable face masks are difficult to procure during the ongoing COVID pandemic, construction style dust masks should be considered as an acceptable alternative for disposable face masks used in the laboratory or other settings where a disposable alternative to cloth face coverings may be needed.
- Respirators at or above the N-95 level of efficiency: There are certain campus activities that may require enhanced levels of respiratory protection. These activities may include medical assistance provided by Public Safety personnel and other aspects of emergency response. In these situations, N-95 filtering facemasks or higher levels of respiratory protection are appropriate.
- As stated previously, the use of N-95 filtering face masks or higher levels of respiratory protection is performed in accordance with the OSHA Respiratory Protection Standard (29 CFR 1910.134). This standard has also been adopted for public employees in the state of New Jersey by Public Employees Occupational Safety and Health (NJ PEOSH). The Respiratory Protection Standard requires the following main elements:
 - Implementation of a Respiratory Protection Program
 - Training on respirator selection, limitations, care, use, cleaning, and storage
 - Medical evaluation to determine fitness to wear a respirator
 - Fit testing of personnel for the specific respirator to be worn
- Donning and Doffing Face Masks and Respirators
 - Donning refers to putting on the face mask or respirator.
 - Read product inserts and become familiar with the make and model of your face mask or respirator. Follow manufacturer's instructions that are specific to your face mask or respirator model
 - Inspect respirator prior to donning. If respirator is worn or torn do not use it and replace it with a new one

- Do not allow anything to come between your face and the respirator, this is to ensure a proper seal. Common items that prevent a proper respirator seal include facial hair (e.g., beards), hair, jewelry, glasses, clothing, etc.
- Prior to donning a face mask or respirator, personnel should practice appropriate hand hygiene (e.g., wash hands with soap and water for at least 20 seconds)
- With a clean hand, hold the face mask or respirator to your face, covering both your nose and mouth
- For face masks or respirators with ties:
 - With clean hands adjust the ties
 - First, secure upper tie across the crown of your head
 - Then secure the lower tie behind your head below ear level
 - Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
 - Make final adjustments until the face mask or respirator feels secure
 - Some tight-fitting disposable respirators will have the ability to perform fit checks – see fit check, below
- For face masks or with straps:
 - With clean hands adjust the straps
 - First, secure the lower strap behind your head below ear level
 - Then secure upper strap across the crown of your head
 - Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
 - Make final adjustments until the face mask or respirator feels secure
 - Some tight-fitting disposable respirators will have the ability to perform fit checks – see fit check, below
- For face masks with ear loops:
 - With clean hands and with the printed or color side of face mask facing out and nose clip facing up, handle face mask by the ear loops
 - Place ear loops securely around ears
 - Pull the mask from top to bottom to fully open the folds
 - Adjust face mask around face
 - Gently form nose clip or wire with both hands. Do not pinch with one hand
 - Make final adjustments

- Fit Check or Seal Check.
 - Some tight-fitting disposable respirators will have the ability to perform fit checks, also known as seal checks, once they are donned. There are two types of fit checks that can be done by the wearer.
 - Negative Fit Check:
 - Place both hands completely over the respirator and inhale quickly to see if the respirator fits tightly to the face
 - The wearer should notice the respirator bow inward slightly and become somewhat concave
 - Positive Fit Check:
 - Place both hands completely over the respirator and exhale to check if there is leakage
 - If air is leaking around nose, re-adjust nose piece, nose clip or wire depending on respirator type.
 - If air is leaking at the mask edges, re-adjust straps along the sides of the face until a proper seal is achieved
- Doffing refers to taking off the face mask or respirator.
 - Prior to doffing (removing) a face mask or respirator, personnel should practice appropriate hand hygiene (e.g., wash hands with soap and water for at least 20 seconds)
 - Do not touch the outside front surface of the face mask or respirator as it may be contaminated
 - Handle face mask or respirator by the straps, ties, or ear loops depending on the type of face mask or respirator being worn
 - Carefully place face mask or respirator in a clean breathable bag if it is to be re-used or place in appropriate waste container for disposal.
- Please refer to the diagrams and links at the end of this document depicting donning, doffing, and fit check techniques.
- Storage of Face Masks and Respirators
 - All face masks and respirators that are to be re-used should be placed in a clean breathable bag for storage. For face masks and respirators that are to be re-used it is important to allow them to dry following use. Zip lock bags keep items clean, but they

trap in moisture and prevent evaporation. Paper bags that will keep the face mask or respirator clean and allow the evaporation of moisture should be used as an alternative.

- Individuals should write their names on the storage bag. Face masks or respirators should never be shared between wearers.
- Tight fitting respirators should be stored in a way that maintains its shape. They should not be dented or crushed as this will affect the respirator's ability to seal properly.
- Disposal of Face Masks and Respirators
 - In the laboratory setting, used disposable face masks or respirators may be discarded as Non-Hazardous waste in the same manner that used gloves, or incidentally contaminated labware is disposed.
 - In the office setting, used disposable face masks or respirators may be discarded in a dedicated container lined with a plastic bag. When full, the plastic bag may be tied closed and placed in the regular trash for routine pick-up and disposal. Pre-sealing in a plastic bag will prevent others who collect and handle the waste downstream from coming into direct contact with the material.
 - Respirators used by Public Safety or other emergency responders involved in a medical call pertaining to a COVID-19 patient should be disposed as regulated medical waste. Public Safety has been provided with appropriate containers and labels for disposal.
 - After disposing any face mask or respirator, personnel should practice appropriate hand hygiene (e.g., wash hands with soap and water for at least 20 seconds)

Diagrams:

- Donning a Surgical Mask with Ties
 - Courtesy of the Kimberly Clarke Corporation
- Donning a Surgical Mask with Ear Loops
 - Courtesy of Precept Medical Products, Inc.
- Donning a Surgical Respirator or Dust Mask with Straps
 - Courtesy of Precept Medical Products, Inc.

Links:

- How to Properly Put On, Seal Check, and Take Off as Disposable Respirator (CDC/NIOSH)
 - <https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf>

Donning a Surgical Mask with Ties

- With a clean hand, hold the face mask or respirator to your face, covering both your nose and mouth
- For face masks or respirators with ties
- With clean hands adjust the ties
- First, secure upper tie across the crown of your head
- Then secure the lower tie behind your head below ear level
- Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
- Make final adjustments until the face mask or respirator feels secure
- Some tight-fitting disposable respirators will have the ability to perform fit checks



Note: Various manufacturer's offer specific guidance on their products. In this case, the Kimberly Clarke Corporation recommends pre-fitting the nose clip prior to securing the upper ties.

Donning a Surgical Mask with Ear Loops

- With clean hands and with the printed or color side of face mask facing out and nose clip facing up, handle face mask by the ear loops
- Place ear loops securely around ears
- Pull the mask from top to bottom to fully open the folds
- Adjust face mask around face
- Gently form nose clip or wire with both hands. Do not pinch with one hand
- Make final adjustments



Donning a Surgical Respirator or Dust Mask with Straps

- With a clean hand, hold the face mask or respirator to your face, covering both your nose and mouth
- With clean hands adjust the straps
- First, secure the lower strap behind your head below ear level
- Then secure upper strap across the crown of your head
- Use both hands to properly form nose clip or wire to create a secure comfortable fit – do not pinch with one hand
- Make final adjustments until the face mask or respirator feels secure
- Some tight-fitting disposable respirators will have the ability to perform fit checks



Appendix III

Pandemic Recovery Plan (PRP) – Lab Safety Guidelines

Laboratory Director: _____ Phone Number: _____

Before Coming to Work	When on Campus	When in the Office
<ul style="list-style-type: none">✓ Monitor your health status and temperature✓ Stay home if you have a fever or flu-like symptoms	<ul style="list-style-type: none">✓ Wear face coverings when in public✓ Practice hand hygiene (wash hands with soap and water for at least 20 seconds frequently throughout the day)✓ Practice respiratory etiquette (cover your coughs and sneezes)✓ Practice Social Distancing (maintain a minimum of 6 feet of distance from others)	<ul style="list-style-type: none">✓ Follow all the precautions practiced when on campus✓ Clean common touch surfaces in office and food areas✓ Don't touch phones, keyboards, mouse, etc. belonging to others
When Working in the Laboratory		
<ul style="list-style-type: none">• Follow all applicable lab safety rules and all additional pandemic recovery precautions instituted by your lab director, department chair, center director, or NJIT administration• Even when social distancing, do not work alone in the laboratory, especially during off hours• Favor the use of disposable face masks in laboratories where potentially hazardous materials are present• Do not wear potentially contaminated PPE outside the laboratory - limit the dissemination of contamination• Before exiting the laboratory, hang up your lab coat, remove and dispose of your gloves properly, and wash your hands• Dispose of your used PPE in the lab's Non-Hazardous waste disposal container• Reusable PPE, like protective eye ware, should be cleaned daily and never shared between users• Consult the PRPs instituted by your lab, department, center, or college• For more information contact:		

Appendix IV PPE Guide for Instructional Laboratories

Introduction:

Students engaged in instructional laboratory experimentation are required to wear appropriate personal protective equipment (PPE) for protection against potential laboratory hazards. In wet laboratories, this is taken to mean that students wear, at a minimum, a lab coat, safety glasses, and gloves while working in the laboratory. Based on the nature of the potential hazard present in the laboratory, required PPE may be increased to include, for example, cryogenic gloves for handling ultra-low temperature materials, full face shields for enhanced face protection, splash resistant chemical goggles, and hard hats and safety shoes for more industrial laboratory settings. Detailed information concerning PPE may be found in Appendix Z of NJIT's Chemical Hygiene Guide:

<https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/App%20Z%20-%20PPE%20Program%20WEB.pdf>

COVID-19:

The advent of the COVID-19 pandemic has required laboratory managers to reconsider the implementation of PPE programs in instructional laboratories. The NJIT Pandemic Recovery Plan includes the procurement and distribution of two reusable and washable cloth face coverings for each member of the campus community. The cloth face coverings are appropriate to be worn for most general campus, classroom, and office activities. However, in order to prevent the dissemination of potential contamination outside the laboratory, disposable PPE is favored in the laboratory environment.

Workplace Hygiene:

In addition to the use of appropriate PPE, instructional laboratories also need to implement sound workplace hygiene protocols, including:

- Monitoring of student and instructor health status
- Practicing adequate social distancing
- Practicing proper hand hygiene
- Practicing proper respiratory etiquette
- Decontaminating common touch surfaces

Disposable PPE:

To meet the needs of the instructional laboratory community, the NJIT Pandemic Recovery Plan also includes the procurement and distribution of disposable surgical masks, gloves, and protective gowns. These disposable supplies will be made available during phase 2 and phase 3 of the recovery process.

Standard PPE: Prior to the COVID-19 pandemic, the minimum level of PPE required for all basic instructional wet laboratory experimentation has included:

- Lab coat (cloth or disposable)
- Protective Eyewear (safety glasses w/side shields or goggles)
- Gloves (typically latex and powder free, non-sterile, nitrile gloves)

COVID-19 Standard PPE:

The advent of the COVID-19 pandemic has temporarily necessitated the use of disposable face coverings and other PPE in the instructional laboratory. The COVID-19 minimum level of PPE required for all basic instructional wet laboratory experimentation includes:

- Disposable face covering (surgical mask, procedure mask, or the equivalent)
- Disposable protective gowns (typically disposable lab coat or gown made from Dupont Tyvek or the equivalent)
- Disposable nitrile gloves (latex and powder free, non-sterile)

Additional Reusable PPE:

The disposable PPE described above is intended to be discarded upon completion of the laboratory session and not worn outside the laboratory (see waste disposal below). As much as disposable PPE is favored in the laboratory environment, it is inevitable that reusable PPE will also be required. Examples of reusable PPE include:

- Face shields
- Protective eyewear
- Hard hats

Assignment and Decontamination of Reusable PPE:

Similar to the disposable PPE described above, reusable PPE should also not be worn outside of the laboratory. Reusable PPE should be assigned to individual students and not shared between them. Reusable PPE should be decontaminated daily. Adequate decontamination procedures may include washing with soap and water, cleaning with disinfecting wipes, or cleaning with disinfecting spray. Reusable PPE should be stored in a clean and secure manner.

Donning PPE:

Upon entry to the laboratory, students will be required to don the PPE required for the course. Face coverings are required to be worn by all Americans when in public and the instructional laboratory is no exception. It is anticipated that students will already be wearing a fabric face covering when they arrive to the instructional laboratory. Immediately upon entry to the lab, students should remove their fabric face covering, store it properly with their personal belongings, and don the disposable face mask made available in the instructional laboratory. Care should always be taken when removing the fabric face covering. The face covering should always be handled by the straps, ties, or ear loops and avoid touching the inside surface of the mask that faces your nose and mouth.

Physical laboratory configurations differ between buildings and departments throughout campus. It is anticipated that a PPE table or section of bench will be needed, located in close proximity to the laboratory entrance, where instructors can lay out the required PPE for the course. It is important to avoid bottlenecks while students retrieve their PPE. Yellow tape or floor decals can be used to demarcate appropriate waiting points and circulation patterns within the laboratory. Each department or instructor will need to develop course and laboratory specific protocols when implementing PPE guidelines to meet the needs of the course and the physical characteristics of the laboratory.

Removal of PPE:

Upon completion of the course activities, students should remove used PPE and discard in the appropriate laboratory waste container (see waste disposal below). Reusable PPE should be cleaned and stored for future use. Disposable PPE should be discarded in the appropriate laboratory waste container located in close proximity to the laboratory exit. Hand hygiene should be practiced prior to the removal of the facemask and protective eye wear. This is intended to limit potential contamination related to bringing a potentially contaminated gloved hand to the students face when removing used PPE. It is important to avoid bottlenecks while students remove and discard their PPE. Yellow tape or floor decals can be used to demarcate appropriate waiting points and circulation patterns within the laboratory. Each department or instructor will need to develop course and laboratory specific protocols when implementing PPE guidelines to meet the needs of the course and the physical characteristics of the laboratory. Hand hygiene should be practiced upon exiting the laboratory.

Disposal of Used PPE:

Instructional laboratories are routinely provided with waste containers to manage the various laboratory waste streams. Used PPE may be discarded as follows:

- General Instructional Laboratories (including chemical labs) should discard used PPE in the non-hazardous laboratory waste stream. This waste stream is typically collected in fiber drums, lined with plastic bags, covered, and labeled with the green NJIT Non-Hazardous waste label.
- Instructional Laboratories Engaged in Biological and Biomedical Experiments should discard used PPE in the biological waste stream. This waste stream is typically collected in Regulated Medical Waste boxes, lined with red bags, sealed, and labeled with the red NJIT Biological waste label.

Note: In order for EHS to collect waste from instructional laboratories, all waste containers need to be properly packaged, sealed, and labeled. Open, overflowing, unlabeled, unsealed containers will not be collected. Detailed information regarding laboratory waste disposal may be found on the EHS website:

<https://www.njit.edu/environmentalsafety/waste-management>

5. Facilities Services Recovery Plan

Recovery Readiness Reopening Plan – Pandemic & Infectious Disease

Facilities Services Department

Phase 0 and 1 will follow Continuity of Operations Plan with staffing based on essential tasks performed by essential employees.

- Staff will work 3 days on, 2 days off with 50% of team on campus at any given time to mitigate impact of pandemic on staff

Two Weeks Prior to Phase 2 Transition - Students, Faculty & Staff Returning:

Preliminary Preparation:

- 100% of staff return to regular work shifts
- Notify All Service Contractors that University will be reopening
- Update 6200 message to appropriate message
- Update employee voicemail messages
- Identify necessary funding for potential supplies, materials, services and overtime

Supplies and Services:

- If possible, Renew Sixty (60) day stock of supplies (American Paper & Spruce):
 - Spray & Liquid disinfectant, Hand Sanitizer, Disinfecting Wipes
 - Hand Soap, paper products, Rags, paper products
- Renew Stock of Personal Protective Equipment (PPE)
 - Gloves, Eyewear, Face Masks for Facilities employees
- Contact Critical contractors and suppliers to verify resumption of services
 - United Services; SSC; American Wear; Waste Management, Scenic, Malachy
 - Binsky; Oxford, Carrier, Wasak, Otis, Dial-a-Bug, Ehrlich, Wilk, Slate, A&A
 - Schedule trash roll-offs, resume normal trash pickup, schedule elevator service, resume WEC/EDC United normal service, schedule trades staff
- Verify adequate Hand Sanitizer Stations in main lobby of all buildings
- Install disinfecting supply station in each hallway (possibly classrooms) and computer lab of each building (paper towels, spray, wipes - tentative plan; possibility install hand sanitizer dispenser in every classroom, waiting on availability)
- Verify all docks are clear and available for deliveries at both FSB & Specht
- Facilities personnel will return to their normal work schedule (beginning in phase 1)
- All employees must carry NJIT Identification card at all times
- HVAC/Boiler Technicians remain on their normal rotating shifts
- On-call protocol will continuously remain in affect
- All building HVAC equipment will be set to occupied mode and will be verified for operation

- Building HVAC will not be shut down during off-hours
- Maximize fresh air into all buildings, where and when possible (see building HVAC matrix)
- Purge all buildings daily before/after work hours during late night or early morning hours
- Change HVAC filters in all buildings using proper PPE
- Flush water at all common pantries and fountains
- Complete installation plan of automatic faucets in restrooms, as funding allows
- Thoroughly inspect all buildings and rooms for any abnormal conditions
- All hallway lighting will be returned to normal operation
- All equipment in academic buildings will be inspected for proper operation
- Building Fire systems will be inspected for normal operation
- Resume all normal preventative maintenance operations
- Inspect RL rooms and classrooms for proper thermostat settings
- Remove any existing Trash and Recyclables to compactors, Disinfect waste containers
- Disinfect all hard surfaces in common areas including but not limited to:
 - Hand rails, door handles, elevator buttons, ID readers, ATM & Vending
 - Toilet Flush Handles, Faucets, hand dryers
 - Classroom desks, tables, light switches,
- Refill all soap and paper dispensers
- Refill all lobby hand sanitizers
- Verify all restrooms have paper towel dispensers, they are filled and auto-feed is off
- Reduce floor vacuuming and waxing, when necessary
- Clean & disinfect hard floor surfaces
- Thoroughly clean/sanitize all computer labs
- Remove all temporary signs from all classrooms that have been cleaned and sanitized
- Be prepared to shutdown/clean/disinfect any room or building under special circumstances (see procedure)

Phase 2 and 3 Daily Plan:

- Resume normal work order operations
- Resume normal preventative maintenance operations
- Resume normal waste disposal and custodial operations to the extent possible with a focus on sanitization. This will result in less non-critical cleaning, such as vacuuming and dusting.
- Every morning and evening: Custodial operations will sanitize all classrooms, lecture halls, teaching labs, theater, and restrooms per CDC guidelines
 - Desks, tablets, tables, handles, light switches
- After every other class, Building Services will sanitize all class spaces
- Every morning: soap, hand sanitizer, paper towels will be restocked in restrooms, hallways, computer labs (possibly classrooms, waiting availability)
- As needed, respond to special situations for sanitizing areas

- Disinfect all hard surfaces in common areas and restrooms including but not limited to:
 - Hand rails, door handles, elevator buttons
 - Toilet Flush Handles, Seats, Faucets, Hand Dryers

Phase 4 - Return to Normal Operation:

- Employees continue normal work schedule
- Follow all above daily procedures
- Reevaluate necessary supplies, restock based on availability
- Send Service Desk reminder regarding x6200 and Work Requests
- Purchase orders to be processed normally via eMerchant
- Invoices to be reviewed and paid normally
- Time Clock Plus (TCP) and Work Orders (SchoolDude) to be managed normally
- Determine any required operational modifications from lessons learned

Proper Steps for Room Sanitizing

1. Ensure that each custodian/supervisor entering the room is wearing proper PPE (Personal Protective Equipment). Those items include: Nitrile Gloves and N95 Particulate Respirators (or comparable brand).
2. Dilute concentrate disinfectant product (Spartan's hdqc-2) to the proper water-to-chemical dilution ratio, if not already pre-mixed. Use slop-sink mounted dilution center or bucket with water, follow manufacturer's label instructions.
3. Pre-clean all surfaces within the room using Spartan's hdqC-2 Cleaner/Disinfectant and wipe clean to ensure that all surfaces are free of any dust or loose debris.
4. Apply Spartan's hdqc-2 to all solid/hard surfaces within the space using a spray bottle and cleaning cloth wet with product pre-sprayed on it. If cleaning floor, apply product with microfiber mop and bucket.
5. DO NOT wipe surface dry of disinfectant. Leave wet film and allow all surfaces to air dry to ensure proper sterilization.
6. Spray entire room with Victory Electrostatic Spray Gun on the way out to ensure that any cracks, crevices, hard to reach and other areas are disinfected.
7. Lock entrance to room and post sign; "This room has been Sanitized & Locked Until Further Notice – Thank you, Facilities Services, 973-596-6200"

	OA Design Criteria%	Air Changes per Hour ACH	Time to replace 100% Indoor air with Outside air	Override to Max OA	Filter MERV Rating	Bag or Box MERV	Operable Windows	Building Automation	Notes
Campbell	0-20	10	30 mins	Yes	8	No	Yes	Remote	
Campus Center	0-20 (100)	10	30 mins (10 mins)	Yes	8	Yes (8)	No	Remote	
CAB	0-20	10	30 mins	Yes	8	No	No	Remote	
CKB	0-20	10	30 mins	Yes	8	No	Yes	Remote	
Colton Hall	0-20	10	30 mins	Yes	8	No	Yes	Remote	Basement Labs are 100% OA
CHEN	0-20	10	30 mins	Yes	8	No	No	Remote	
Cullimore	Pending	6		Pending	8	No	No	Remote	Install OA booster fans for AC1,5,6
Cypress	100			Yes	8	No	Yes	Remote	Hallways only
Honors	100			Yes	8	No	No	Remote	Hallways only
Eberhardt	0-20	8	40 mins	Yes	8	No	Yes	Remote	
EDC2	0-20	10	30 mins	Yes	8	No	No	Remote	
EDC3	0-20	10	30 mins	Yes	8	Yes (8)	No	Remote	
FSB	0-20	8	40 mins	Yes	8	No	Yes	Local	
Faculty	0-20	10	30 mins	Yes	8	Yes (8)	No	Remote	
Fenster	0-20 (100)	10	30 mins (10 mins)	Yes	8	Yes (8)	No	Remote	
Greek Duplex #5, #7	0			no	8	No	Yes	Local	
Greek Duplex #9, #11	0			no	8	No	Yes	Local	
Greek Duplex #13, #15	0			no	8	No	Yes	Local	
Greek Duplex #17, #19	0			no	8	No	Yes	Local	
Greek Duplex #21, #23	0			no	8	No	Yes	Local	
GITC	0-20 (100)	8	40 mins (10 mins)	Yes	8	Yes (8)	No	Remote	
Kupfrian	0-20 (100)	8	40 mins (10 mins)	Yes	8	No	No	Remote	
Laurel	100			Yes	8	No	Yes	Remote	Hallways only
Laurel Extension	100			Yes	8	No	Yes	Remote	Hallways only
Life Science	0-20	10	30 mins	Yes	8	Yes(14)	No	Remote	
MEC	0-20 (100)	10	30 mins (10 mins)	Yes	8	No	No	Remote	
Micro	0-20	10	30 mins	Yes	8	No	No	Remote	
Naimoli	0-20	10	30 mins	Yes	8	No	No	Remote	
Oak	100			Yes	8	No	Yes	Remote	Hallways only
Public Safety	0-20	10	30 mins	Yes	8	No	No	Remote	
Redwood	100			Yes	8	No	Yes	Remote	Hallways only
Student Mall	0-20	10	30 mins	Yes	8	No	No	Remote	
Specht	20	10	30 mins	No	8	No	Yes	Local	
Tiernan	0-20 (100)	10	40 mins (10 mins)	Yes	8	No	No	Remote	OA-AC5 100%, AC7 50%, all HV 100%
WEC	0-20	10	30 mins	Yes	11	Yes (8)	No	Remote	
Weston	0-20 (100)	10	30 mins (10 mins)	Yes	8	No	No	Remote	
York	100	10	~10 mins	Yes	8	Yes (8)	No	Remote	

ASHRAE's recommendations for reopening buildings are outlined in the frequently asked questions section of its COVID-19 Resources webpage. Recommendations for building readiness and reopening include the following:

<https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance>

Create a strategic plan prior to opening a building. The plan should include measures to make occupants feel safer, ensuring supply chain for critical items such as filters and communication plans for building support and safety measures for occupants.

Review HVAC programming to provide flushing two hours before and post occupancies. This includes operating the exhaust fans as well as opening the outside air dampers. For buildings without the capacity to treat large quantities of outside air and when outside air conditions are moderate, open all windows for a minimum of two hours before reoccupation.

"Key elements of a strategy to limit the spread of the COVID-19 virus are to perform needed heating, ventilating and air conditioning (HVAC) system maintenance, including filter changes, and to run HVAC equipment, prior to re-occupancy"; stated ASHRAE Epidemic Task Force chair, ASHRAE Environmental Health Committee voting member and 2013-14 ASHRAE Presidential Member Bill Bahnfleth.

6. Campus Planning, Design, and Construction Recovery Plan

Campus Planning, Design & Construction
Guidelines for Reconstituting NJIT

In an effort to reopen the university, the following guidelines will be implemented in conjunction with phased guidelines outlined by the federal government:

The Campus Planning, Design & Construction department oversees the planning, design and construction of capital construction projects across the University.

Key Staff:

Todd Miller, AVP, Campus Planning, Design & Construction

Email – todd.k.miller @ NJIT.edu

Cell – 973-309-0669

Alexandra Carreras, Project Manager

Email - alexandra.carreras@njit.edu

Cell – 973-820-3110

Denise Davis, Project Manager

Email - denise.a.davis@njit.edu

Cell – 862-955-0118

Jaime Montano, CAD Specialist & Project Coordinator

Email - jaime.a.montanogaviria@njit.edu

Allison Cox, Operations Coordinator

Email - allison.k.cox@njit.edu

Phase Zero:

As the University is under maximum restrictions, the following plan will be in place:

- The Campus Planning, Design & Construction department staff will telecommute as much as possible during this phase.
- With the use of the University's project management software, Procore, many of the current capital construction projects can be managed both on campus and virtually. Construction progress, meeting minutes, contracts, and contractor payments can all be managed virtually through this software.
- Capital construction projects in the planning the stages can be managed both on campus and virtually as well. The use of Procore and various shared drives on the NJIT network allows for the sharing of current information and continuity. Remote access through NJIT's VPN network allows for access, sharing and saving of information on the shared drives. Google drives are also used and information is shared with key personnel to ensure information is current and accurate.

- Any current capital construction projects will be managed virtually as much as possible through video conferences and use of Procore. NJIT's capital construction program management firm will have the ability to provide an on campus presence to assist in managing the current capital construction projects. NJIT project managers may from time to time need to come to campus to review the actual project status or resolve any outstanding issues that cannot be resolved virtually.
- The need for issuing purchase orders and processing contractor/vendor payments will be critical during an emergency or business disruption. Each project manager will be responsible for the generation of purchase orders and processing of contractor/vendor payments with the assistance of Operations Coordinator. Purchase orders and contractor/vendor payments can be processed remotely using NJIT's Highlander eMerchant procurement system.
- Any in bidding or request for proposals that are in process may have to be either postponed or modified based upon the situation. Any prearranged interviews or presentations by professional consultants as part of the RFP process, may need to be canceled, postponed or conducted via video conference if need be.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator.
- Communications among key staff, the campus community and outside vendors/contractors will be done via email, phone and video conferencing.

Phase One:

As the university considers opening up key parts of the institution, the following plan will be in place:

- The Campus Planning, Design & Construction department staff will continue to telecommute as much as possible.
- Project managers and the CAD specialist/project coordinator will visit the campus on a rotational basis to monitor current construction projects and receive/coordinate furniture deliveries. Staff we need to wear masks when on campus and in contact with others.
- Procore will continue to be used as a key resource to manage current capital construction projects both on campus and virtually.
- Processing of purchase orders and invoices will continue to be processed via email and VPN.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator. Begin to evaluate existing campus spaces for reduce occupancy following recommended social distancing guidelines.
- Analyze larger cubicle work areas to determine the needs for a safe social distance workspace. Evaluate what possible office swing space opportunities exist.
- Communications among key staff, the campus community and outside vendors/contractors will continue to be done via email, phone and video conferencing.

Phase Two:

As the university begins to open up and welcomes 25% of the staff back, allows most research to resume, and allows limited in-person learning, the following plan will be in place:

- The Campus Planning, Design & Construction department staff will have the option to telecommute if need be.
- The AVP for Campus Planning, Design & Construction and the NJIT project managers all have private offices and can work safely while adhering to social distance requirements. Staff will need to wear masks as needed when on campus and in contact with others. The CAD Specialist/Project Coordinator and Operations Coordinator may need to rotate work days or possibly temporarily relocate their work space depending on social distance restrictions that come with an open cubicle work environment.
- Procure will continue to be used as a key resource to manage current capital construction projects both on campus and virtually.
- Processing of purchase orders and invoices will start to be completed on campus and will continue to be processed via email and VPN when necessary.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator.
- Verification of any necessary changes needed to campus spaces as a result of new social distancing rules will be formally planned and documented. Campus Planning, Design and Construction will implement the following:
 - All instructional space will be evaluated for appropriate seating capacity based upon social distancing requirements. Safe seating layouts will be posted in each room (see attached color coded floor plans).
 - Color code of instructional space desks/chairs will be done by placing either a blue or red dot on the furniture.
 - Corridors will be evaluated for traffic flow based upon the width of the corridor. Many corridors will become directional (see attached signage that will be implemented to mark the direction of traffic flow).
 - Stairwells will be evaluated and designated as either "up" or "down". (see attached signage that will be implemented to mark the direction of traffic flow).
 - Elevators will be evaluated and more than likely have a new capacity of only 1 or 2 passengers. Signage will be installed to identify capacity and standing location within the elevator cabs.
 - Restrooms will be evaluated to determine appropriate occupancy. Some plumbing fixtures will need to be designated or marked unavailable. Signage will be implemented to help identify new occupancy capacity.
 - Social distance signage as referenced on the attachment will be ordered by Campus Planning, Design and Construction. Installation will be a team effort from the entire REDCO department.
 - Double occupancy dorm rooms will be evaluated to see if hanging of hospital grade cubicle curtains for occupant separation is appropriate and beneficial. Hiring of an outside contractor will be needed to install the necessary track and curtains in our over 700 double occupancy dorm rooms (see attached budget estimate and curtain information).

- Larger group gathering spaces such as the Jim Wise Theater, Campus Center Atrium, Campus Center Ballroom and others will be evaluated, and new occupancy capacities will be recommended.
- Assists Gourmet Dining in evaluating and recommending new occupancy capacities for the various dining areas throughout campus.
- For many of the public facing receptions areas of the campus, recommendations for counter shield locations will be provided (see attached photo of recommended counter shield and attached location listing). These shields will be ordered by Campus Planning, Design & Construction. Installation will be a team effort between Campus Planning, design and Construction and Facilities Services.
- Communications among key staff, the campus community and outside vendors/contractors can be done in person following appropriate distancing guidelines. Continue to encourage communication via email, phone and video conferencing.

Phase 3:

Assumes the university permits 50% of the staff to return to campus, most research is restored, and converged learning is fully implemented, the following plan will be in place:

- The AVP for Campus Planning, Design & Construction and the NJIT project managers all have private offices and can work safely while adhering to social distance requirements. Staff will need to wear masks as needed when on campus and in contact with others. The CAD Specialist/Project Coordinator and Operations Coordinator may need to rotate work days or possibly temporary relocate their work space depending on social distance restrictions that come with an open cubicle work environment.
- Procore will continue to be used as a key resource to manage current capital construction projects both on campus and virtually.
- Processing of purchase orders and invoices will start to be completed on campus and will continue to be processed via email and VPN when necessary.
- Record management will continue to be the responsibility of each project manager and will be supported by NJIT's CAD specialist and project coordinator.
- Verification of any necessary changes needed to campus spaces as a result of new social distancing rules will be formally planned and documented. Campus Planning, Design and Construction will continue to monitor and maintain the following:
 - All instructional space for appropriate seating capacity based upon social distancing requirements. Safe seating layouts will be posted and maintained in each.
 - Color code of instructional space desks/chairs have a blue or red dot on the furniture that will be maintained.
 - Elevators will have a reduced occupancy of either 2 or 4 passengers depending on the dimensions of the elevator cab. Signage will be maintained to identify capacity and standing location within the elevator cabs.
 - Restrooms will have a reduced occupancy. Some plumbing fixtures will be designated or marked unavailable. Signage will be maintained to help identify new occupancy capacity.

- Spare stock of social distance signage will be maintained by Campus Planning, Design and Construction. Additional installation will be a team effort from the entire REDCO department.
- Review and maintain counter shields that have been placed at many of the public facing receptions areas of the campus. A spare stock of counter shields will be maintained by Campus Planning, Design and Construction.

Phase 4:

The university is fully open with all staff returning, all research restored and in-person learning is conducted. The following plan will be in place:

- All Campus Planning, Design & Construction department staff will return to campus and work at their assigned offices or desks and resume normal duties/operations. Social distance guidelines should still be considered.
- The Campus Planning, Design & Construction department staff will have the option to telecommute if a reasonable accommodation is deemed necessary.
- Communications among key staff, the campus community and outside vendors/contractors can be done in person following appropriate distancing guidelines. Continue to encourage communication via email, phone and video conferencing.

COUNTER SHIELD NCPA LIST PRICE GUIDE

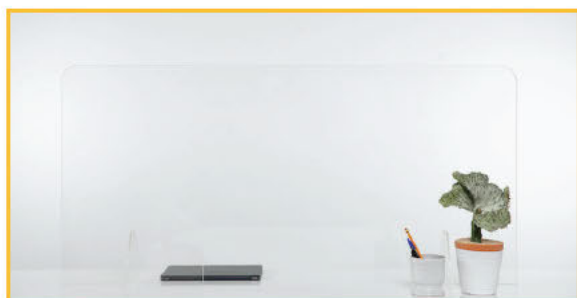
THE LITE MODEL



Small: 24" w x 24" h

LIST
Small: \$275
Large: \$500

*Custom Sizes
available on
orders of QTY
100 or more.*



Large: 49.5" w x 24" h

THE BASIC MODEL



Small: 28" w x 28" h

LIST
Small: \$390
Large: \$700

*Custom Sizes
available on
orders of QTY
100 or more.*



Large: 59" w x 28" h

THE CLASSIC MODEL



Small: 28" w x 28" h

LIST
Small: \$535
Large: \$890

*Custom Sizes
available on
orders of QTY
100 or more.*



Large: 59" w x 28" h

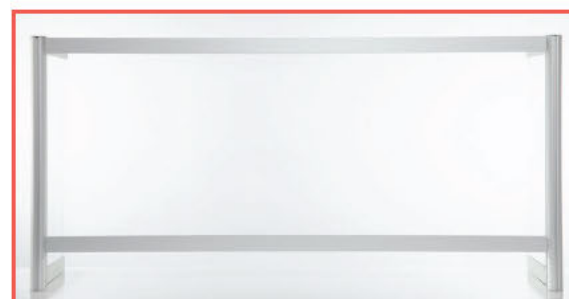
THE WRAP MODEL



Small: 28" w x 28" h x 12" d

LIST
Small: \$635
Large: \$1035

*Custom Sizes
available on
orders of QTY
100 or more.*

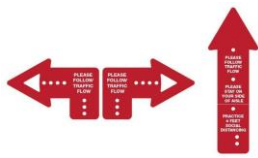


Large: 59" w x 28" h x 12" d



Social Distance Sign Types

**The plan for this signage is to have NJIT logo and branding utilizing a local printing vendor who can customize the signage to meet our specific needs.



Floor markings to direct traffic flow.



Stairwell signage to designate traffic flow going up and down.



Sign 10 8

Signage for public lounge seating areas and public dining areas.



Sign 10 3

General signage for areas of heavy traffic/occupancy.



General signage for heavy traffic areas and dorm buildings.



Sign 10 4

Restroom signage for general bathroom areas and dorm buildings.



General social distance signage for indoor and outdoor applications.



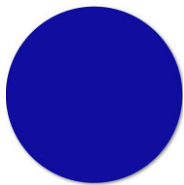
General social distance signage to be placed on doors outside main building entry areas.



General signage reminding people to protect themselves and others.



General signage for wearing of masks.



Blue marker to identify safe social distance seat in classrooms and lecture halls.



Red marker to identify safe social distance seat in classrooms and lecture halls.

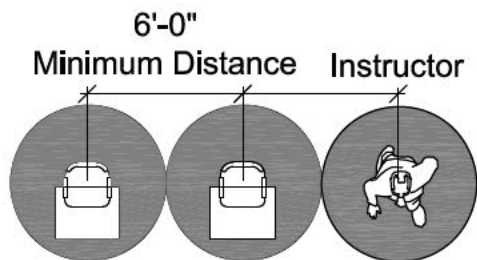
BuildingID	FloorName	RoomID	Existing Occupancy	Class #1 (red) Occupancy	Class #2 (blue) Occupancy	Comments
CAB	F003 Third Floor	3052	41	13	12	
CKB	F001 First Floor	106	44	12	11	
CKB	F001 First Floor	114	32	9	9	
CKB	F001 First Floor	116	TBD	39 - To confirm - Studio		
CKB	F001 First Floor	120	40	12	11	
CKB	F001 First Floor	124	45	15	12	
CKB	F001 First Floor	126	34	8	8	
CKB	F002 Second Floor	204	90	24	24	
CKB	F002 Second Floor	206	42	13	12	
CKB	F002 Second Floor	207	36	8	6	
CKB	F002 Second Floor	212	36	8	6	
CKB	F002 Second Floor	214	36	8	6	
CKB	F002 Second Floor	215	42	12	9	
CKB	F002 Second Floor	217	87	24	24	
CKB	F002 Second Floor	219	36	12	9	
CKB	F002 Second Floor	220	35	12	9	
CKB	F002 Second Floor	222	44	14	12	
CKB	F002 Second Floor	223	37	12	12	
CKB	F002 Second Floor	226	42	13	12	
CKB	F003 Third Floor	303	120	19	19	
CKB	F003 Third Floor	310	32	9	9	
CKB	F003 Third Floor	313	36	9	9	
CKB	F003 Third Floor	314	37	9	9	
CKB	F003 Third Floor	315	32	8	10	
CKB	F003 Third Floor	316	30	9	9	
CKB	F003 Third Floor	317	39	12	10	
CKB	F003 Third Floor	320	35	12	9	
CKB	F003 Third Floor	330	40	12	12	
CKB	F003 Third Floor	341	36	9	9	
COLT	F002 Second Floor	283	50	25	25	
COLT	F003 Third Floor	343	16	8	8	
COLT	F004 Fourth Floor	416	30	15	15	
CULM	F001 First Floor	103	79	20	20	
CULM	F001 First Floor	104	79	19	20	
CULM	F001 First Floor	106	79	20	20	
CULM	F001 First Floor	110	40	12	12	
CULM	F001 First Floor	111	33	9	9	
DHRH	F002 Second Floor	210	35	10	10	
DHRH	F002 Second Floor	212	36	10	10	
DHRH	F002 Second Floor	213	36	10	10	
ECEC	F001 First Floor	100	71	21	21	
ECEC	F001 First Floor	115	70	21	21	
FMH	F001 First Floor	106	36	7	7	
FMH	F001 First Floor	108	36	7	7	
FMH	F001 First Floor	110	45	15	15	
FMH	F002 Second Floor	203	45	9	9	
FMH	F002 Second Floor	205	36	6	6	
FMH	F002 Second Floor	207	36	6	6	
FMH	F002 Second Floor	209	42	8	8	
FMH	F002 Second Floor	213	48	14	14	
FMH	F003 Third Floor	305	36	6	6	
FMH	F003 Third Floor	306	51	9	9	
FMH	F003 Third Floor	307	36	6	6	
FMH	F003 Third Floor	308	36	6	6	
FMH	F003 Third Floor	309	36	6	6	
FMH	F003 Third Floor	310	36	6	6	
FMH	F003 Third Floor	313	36	6	6	
FMH	F003 Third Floor	314	36	12	12	
FMH	F003 Third Floor	319	36	6	6	
FMH	F003 Third Floor	321	36	6	6	
FMH	F004 Fourth Floor	403	36	11	11	
FMH	F004 Fourth Floor	404	36	8	8	
FMH	F004 Fourth Floor	405	36	6	6	
FMH	F004 Fourth Floor	407	36	6	6	
FMH	F004 Fourth Floor	408	60	17	17	
FMH	F004 Fourth Floor	409	33	6	6	
FMH	F004 Fourth Floor	411	33	6	6	
FMH	F004 Fourth Floor	412	27	9	9	
FMH	F004 Fourth Floor	413	36	6	6	
GITC	F001 First Floor	1100	125	26	25	
GITC	F001 First Floor	1202	30	15	15	
GITC	F001 First Floor	1400	125	26	25	
GITC	F003 Third Floor	3600		14	14	
GITC	F003 Third Floor	3700		To Confirm Capacity		Could be used as a large classroom
GITC	F004 Fourth Floor	4402	40	9	8	

GITC	F005 Fifth Floor	5602	28	10	10				
JCS	F001 First Floor	101	24	8	8				
JCS	F001 First Floor	102	40	15	15				
JCS	F001 First Floor	104	42	15	15				
KUPF	F000 Lower Level	103	45	15	15				
KUPF	F000 Lower Level	104	45	16	16				
KUPF	F000 Lower Level	105	45	16	16				
KUPF	F000 Lower Level	106	60	20	20				
KUPF	F000 Lower Level	107	45	15	15				
KUPF	F000 Lower Level	108	45	15	15				
KUPF	F000 Lower Level	110	45	15	15				
KUPF	F000 Lower Level	117	95	28	23				
KUPF	F000 Lower Level	118	95	28	22				
KUPF	F001 First Floor	202	45	15	15				
KUPF	F001 First Floor	203	45	15	15				
KUPF	F001 First Floor	204	45	15	15				
KUPF	F001 First Floor	205	60	20	20				
KUPF	F001 First Floor	206	48	16	16				
KUPF	F001 First Floor	207	51	17	17				
KUPF	F001 First Floor	208	45	15	15				
KUPF	F001 First Floor	209	60	12	12				
KUPF	F001 First Floor	210	90	26	21				
KUPF	F001 First Floor	210A	426	58	55				
KUPF	F001 First Floor	211	116	29	34				
ME	F002 Second Floor	221	65	16	14				
ME	F002 Second Floor	224	65	16	14				
ME	F002 Second Floor	233	24	8	8				
RED	F001 First Floor	130	15	5	5				
TIER	F001 First Floor	105	38	12	9				
TIER	F001 First Floor	106	40	12	9				
TIER	F001 First Floor	107	40	12	9				
TIER	F001 First Floor	108	42	12	9				
TIER	F001 First Floor	111	48	13	11				
TIER	F001 First Floor	112	40	11	9				
TIER	F001 First Floor	113	40	11	9				
TIER	F001 First Floor	114	40	12	12				
TIER	F001 First Floor	THL1	144	22	22				
TIER	F001 First Floor	THL2	144	22	22				
TIER	F003 Third Floor	321B	8	4	4				
WEST	F001 First Floor	160	170	27	28				
WEST	F002 Second Floor	262A	70	11	11				
			5960	1523	1458	2981			

Proposed Modified
 Desk Count per Class
 Class 1 - 13 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 25 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (41)

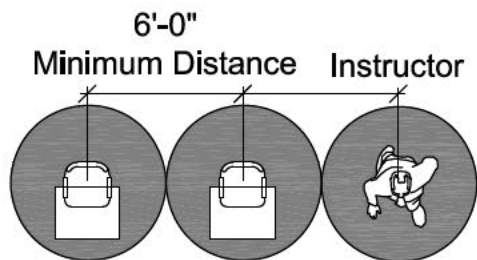


1 Central Avenue Building - Room 3052 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 13 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 25 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (41)



2 Central Avenue Building - Room 3052 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

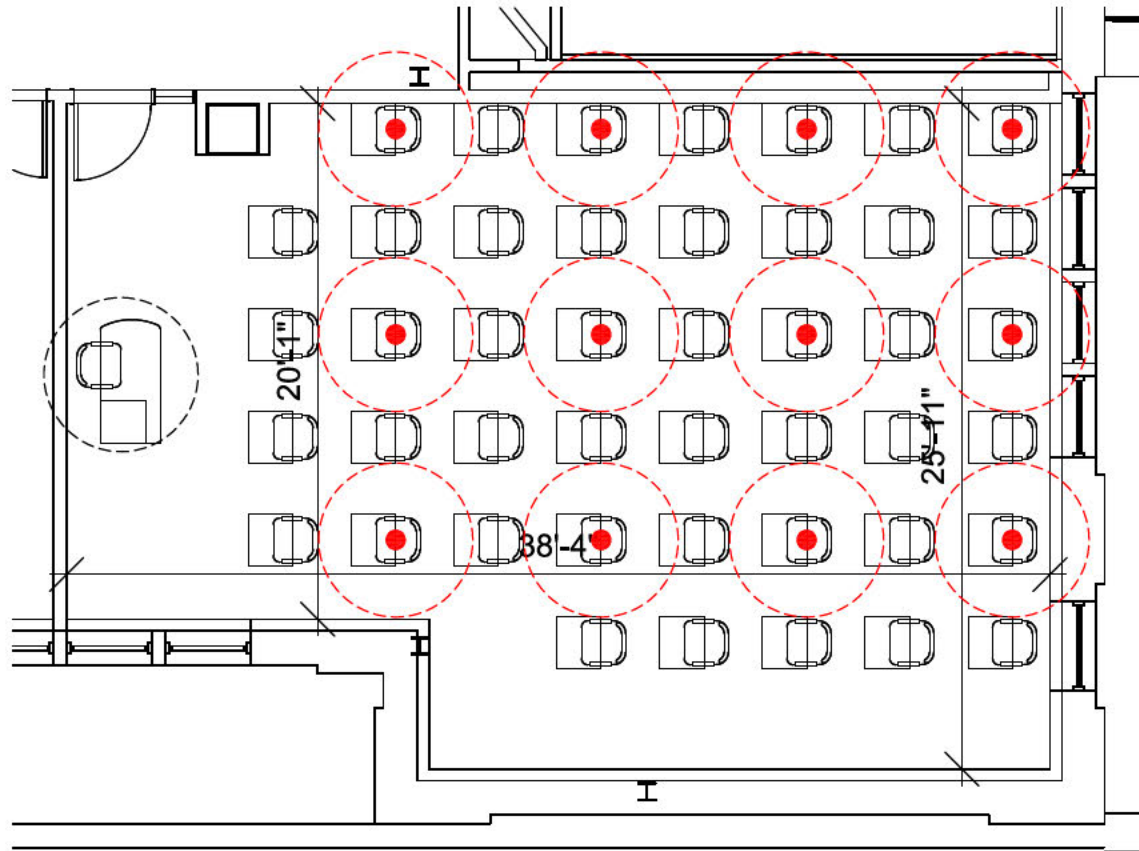
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

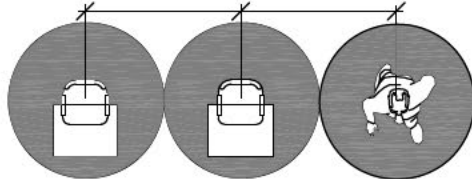
Social Distance Space Requirements

Existing Room Desk Count (44)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 106 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

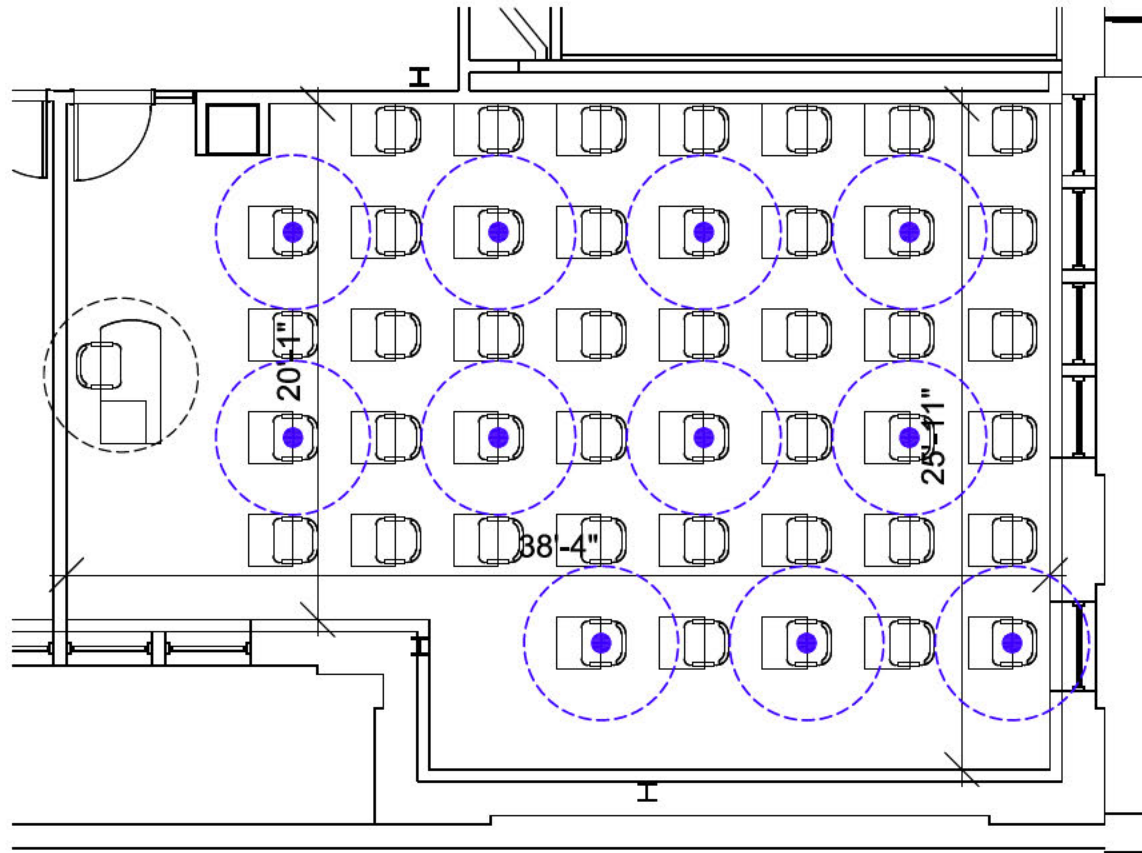
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

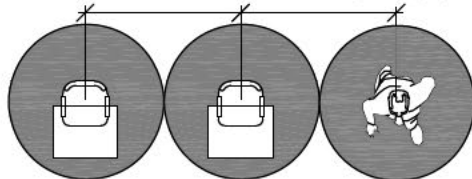
Social Distance Space Requirements

Existing Room Desk Count (44)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 106 - Class 2

SCALE: N.T.S

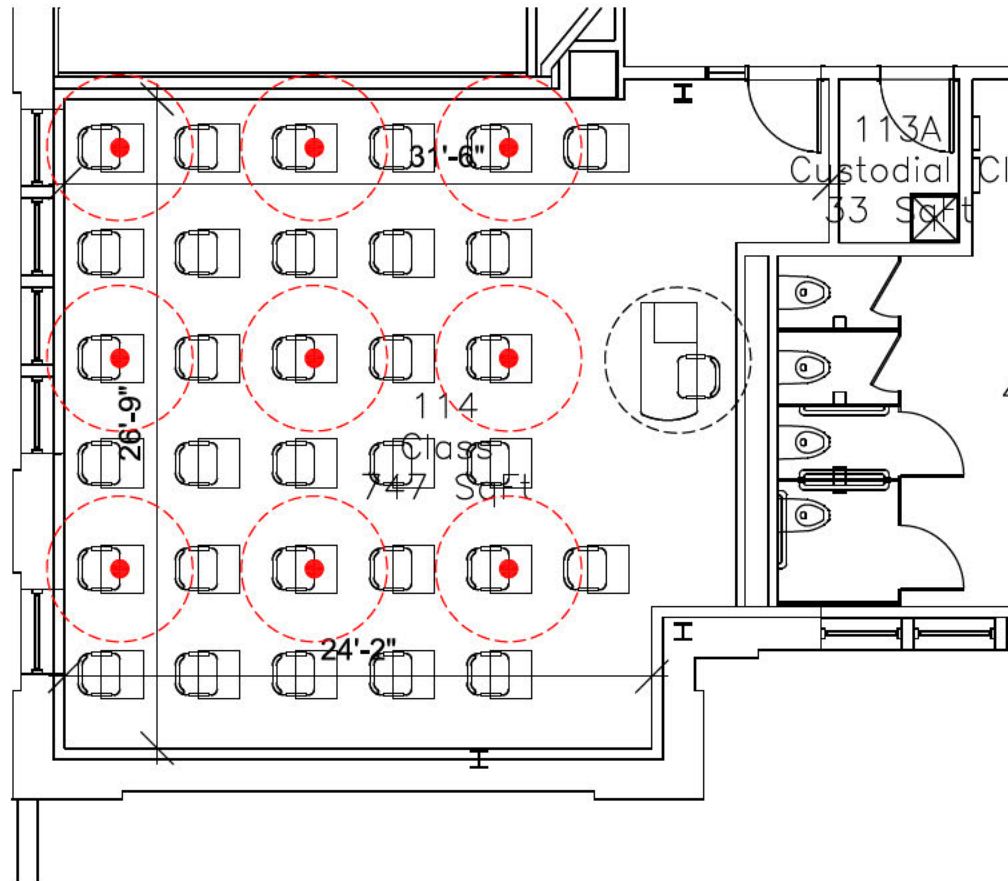
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

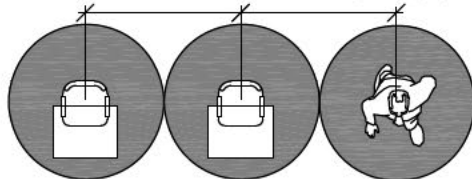
Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 114 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

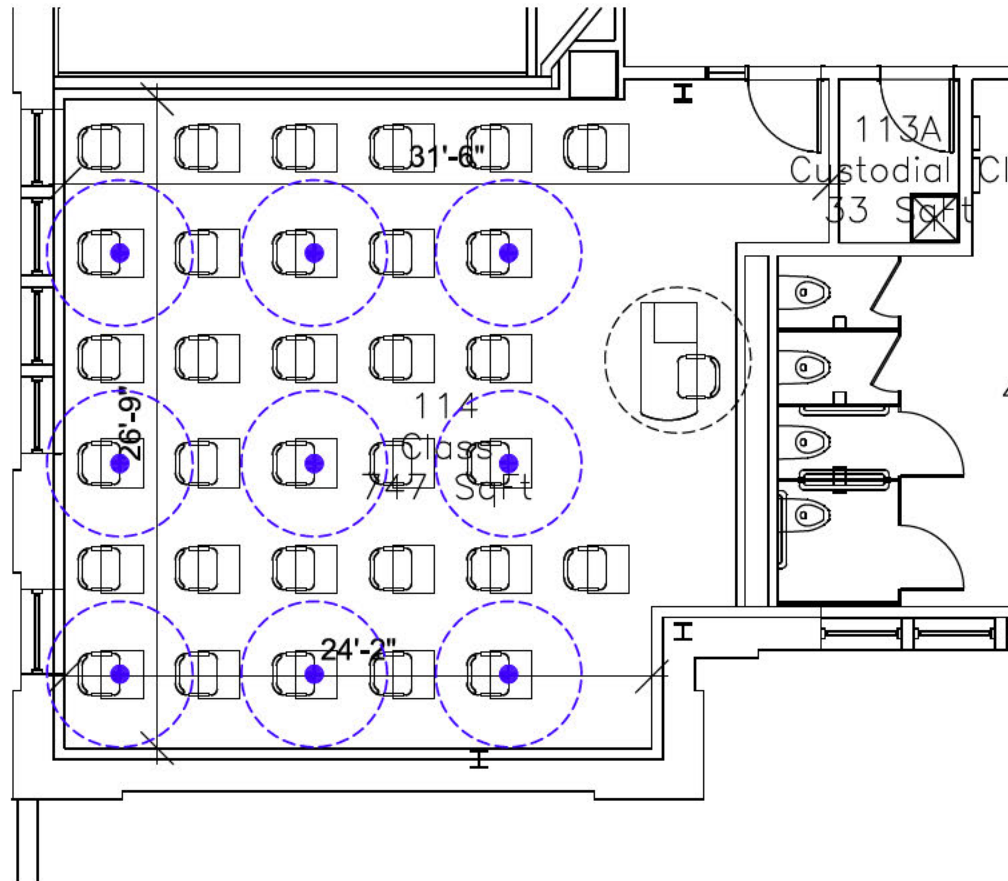
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

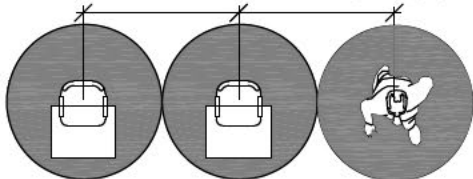
Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 114 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

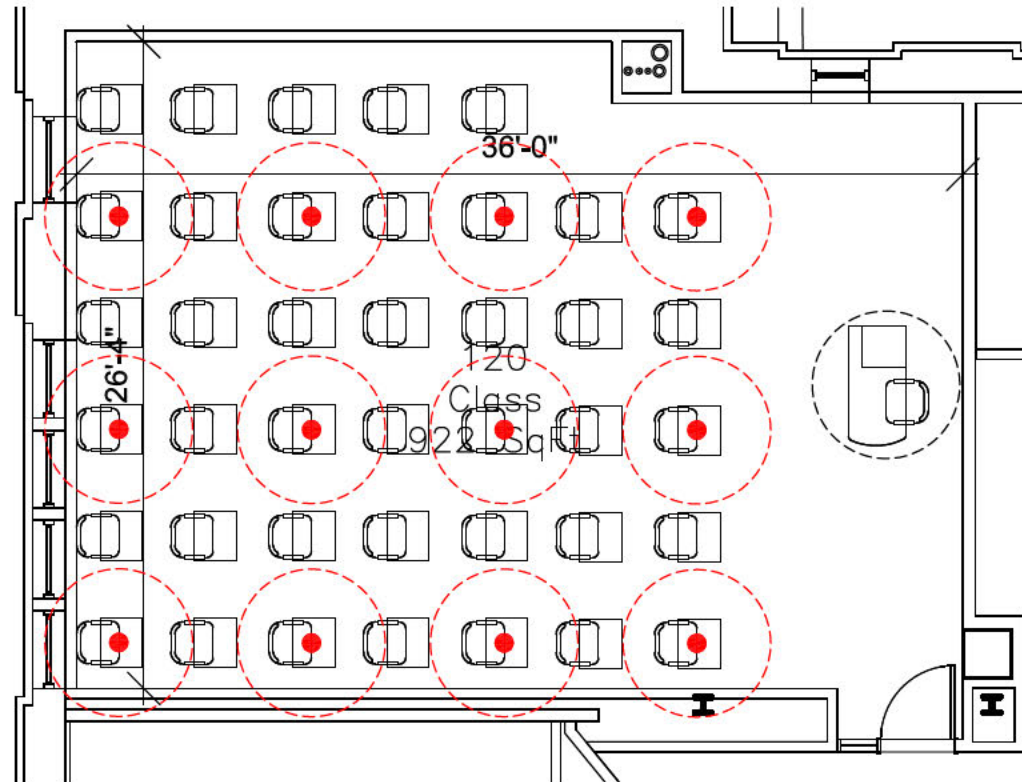
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

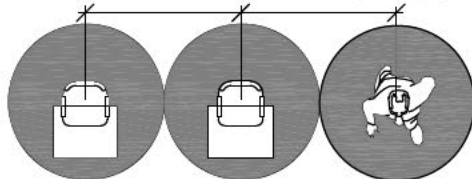
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 120 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

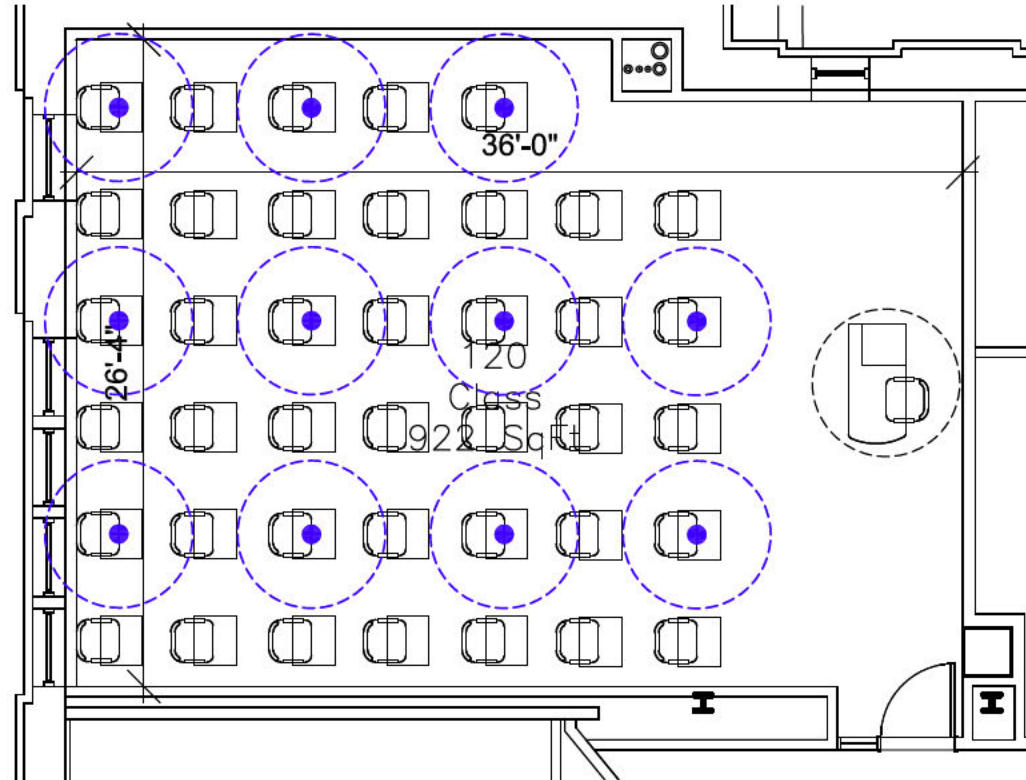
Class 1 - 12 Chairs ■

Class 2 - 11 Chairs ■

Total - 23 Safe Chairs

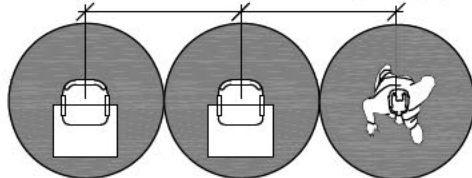
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 120 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

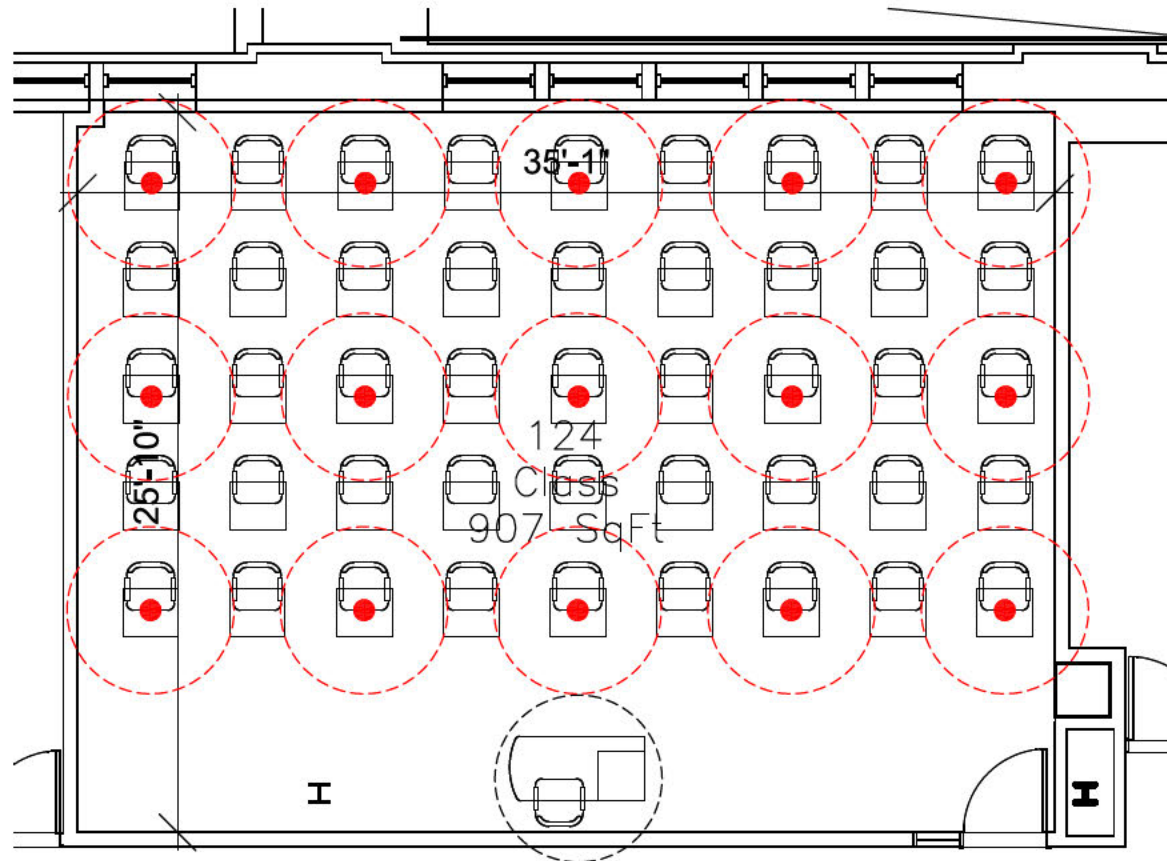
Class 1 - 15 Chairs ■

Class 2 - 12 Chairs ■

Total - 27 Safe Chairs

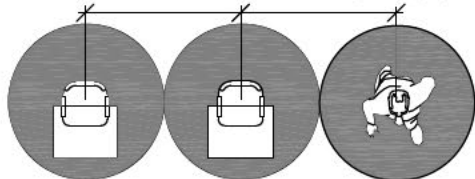
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 124 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

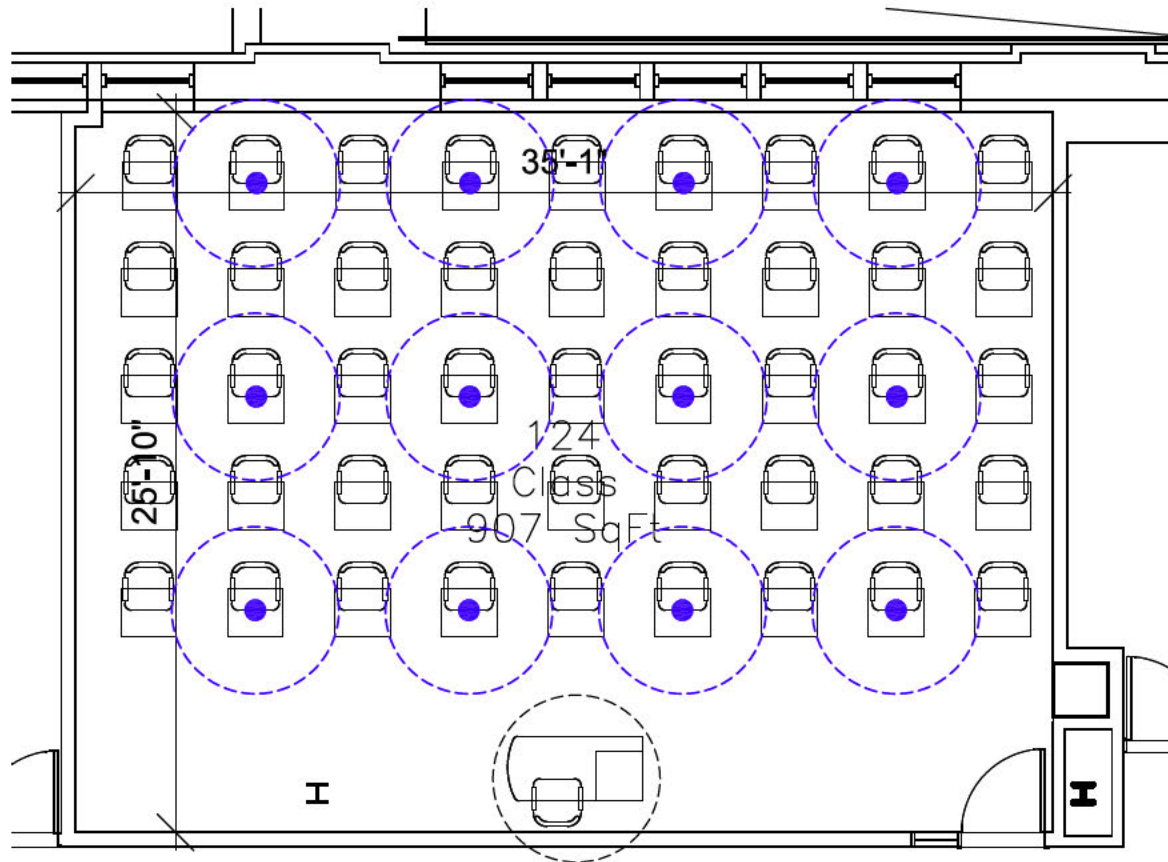
Class 1 - 15 Chairs ■

Class 2 - 12 Chairs ■

Total - 27 Safe Chairs

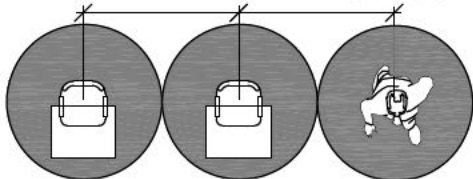
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 124 - Class 2

SCALE: N.T.S

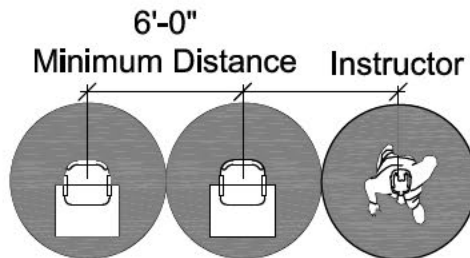
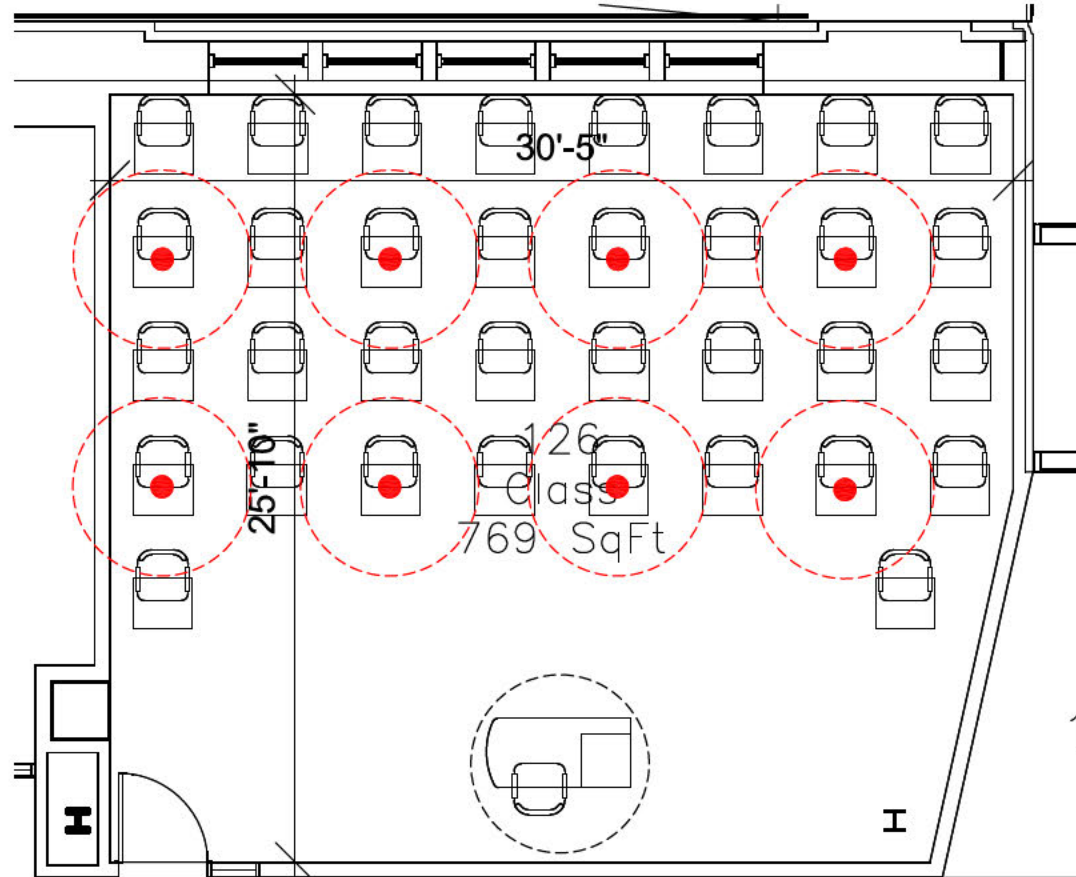
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (34)



1 Central King Building - Room 126 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

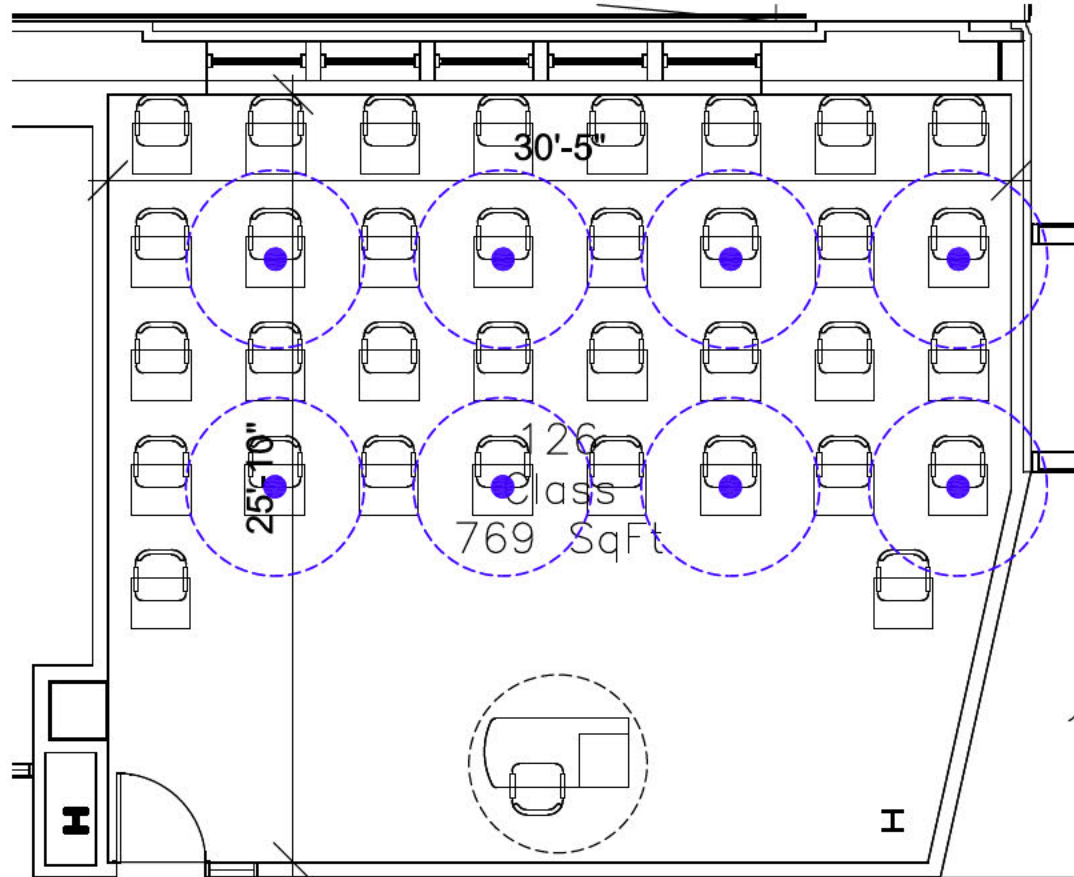
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

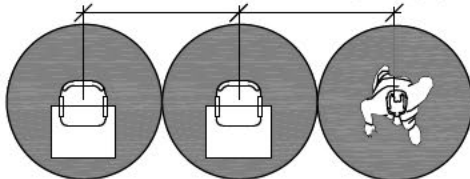
Social Distance Space Requirements

Existing Room Desk Count (34)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 126 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

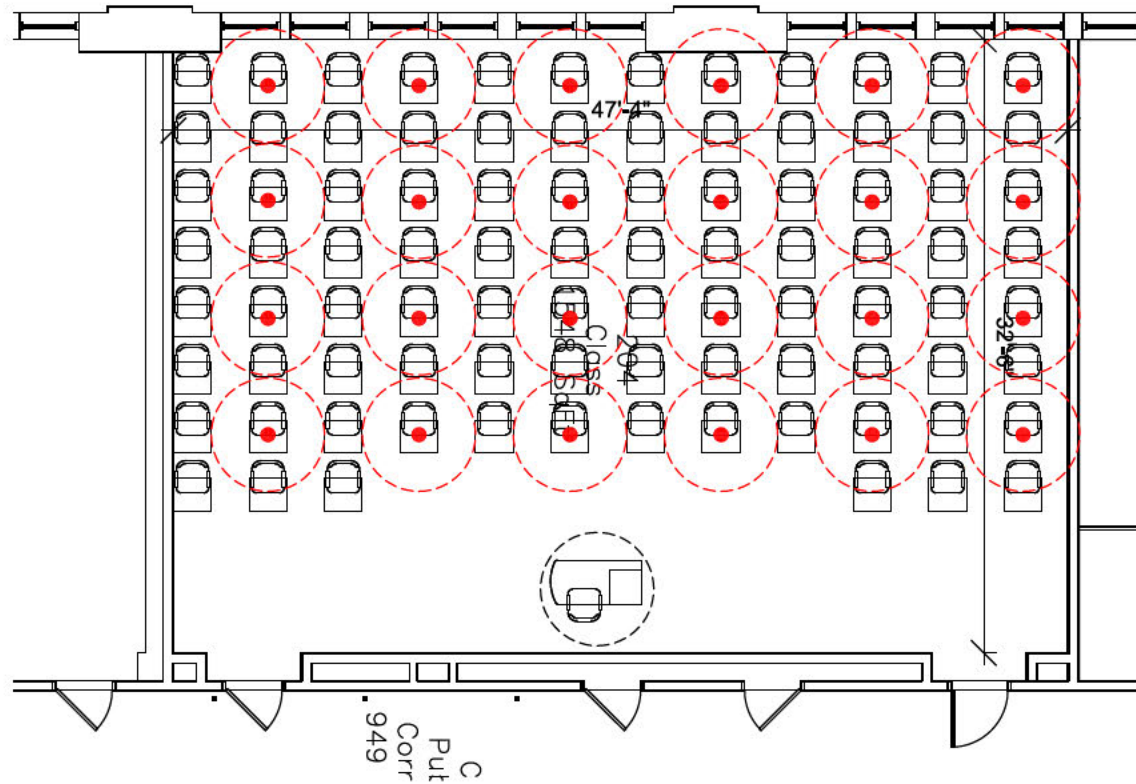
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

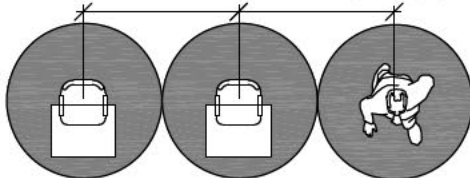
Social Distance Space Requirements

Existing Room Desk Count (90)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 204 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

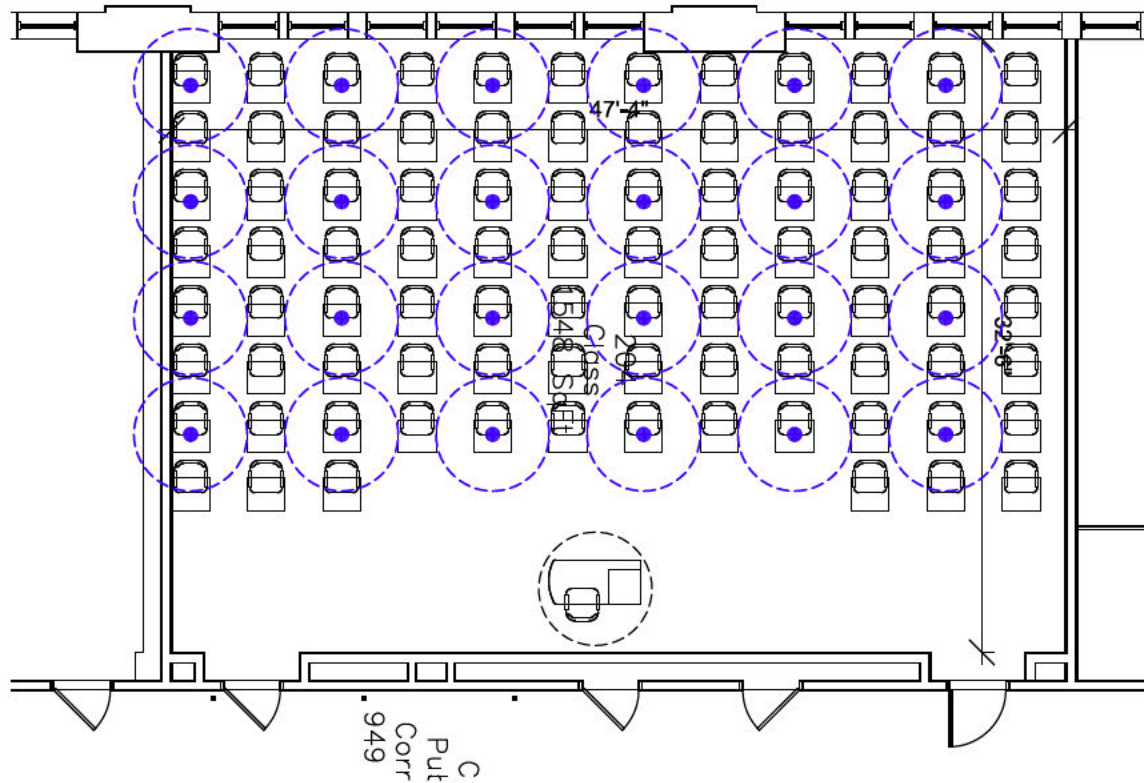
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

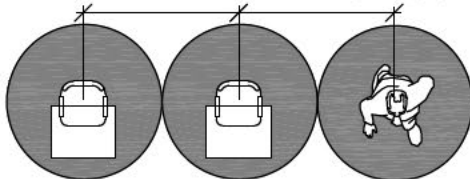
Social Distance Space Requirements

Existing Room Desk Count (90)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 204 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

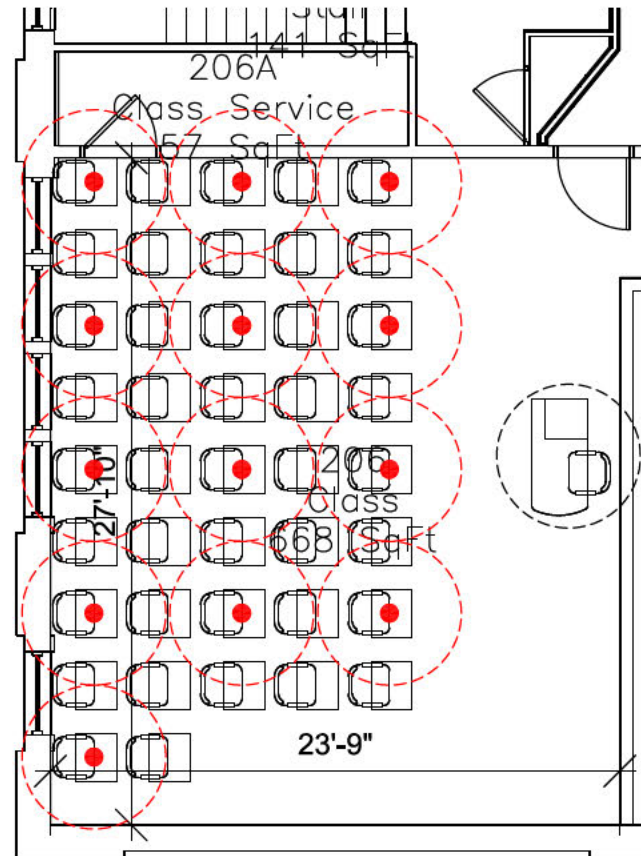
Class 1 - 13 Chairs ■

Class 2 - 12 Chairs ■

Total - 25 Safe Chairs

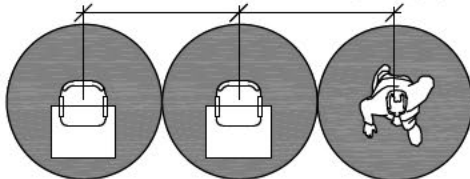
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 206 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

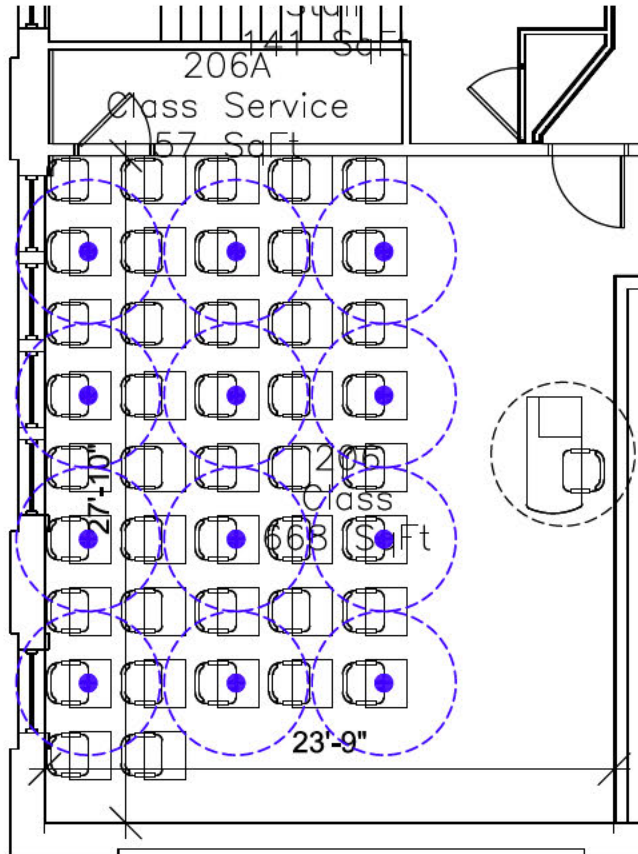
Class 1 - 13 Chairs ■

Class 2 - 12 Chairs ■

Total - 25 Safe Chairs

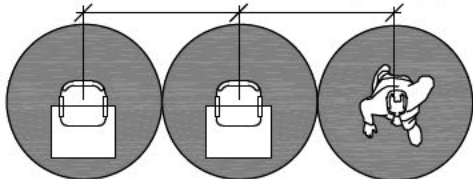
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 206 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

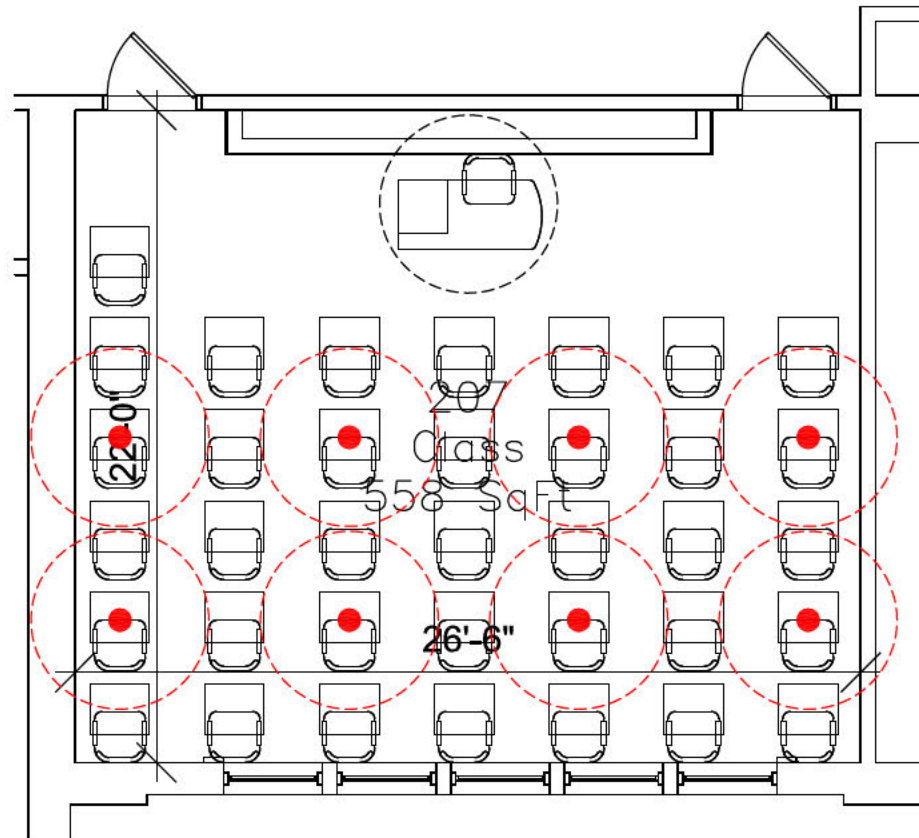
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

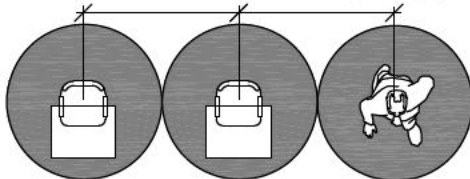
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 207 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

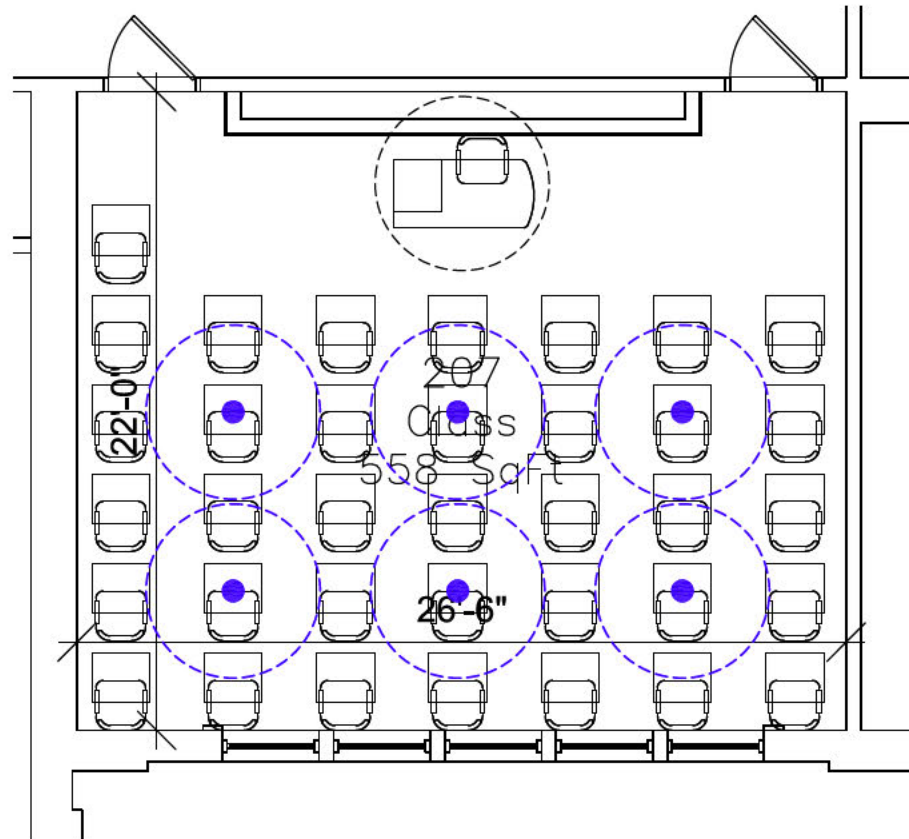
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

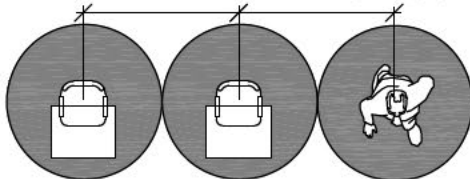
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 207 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

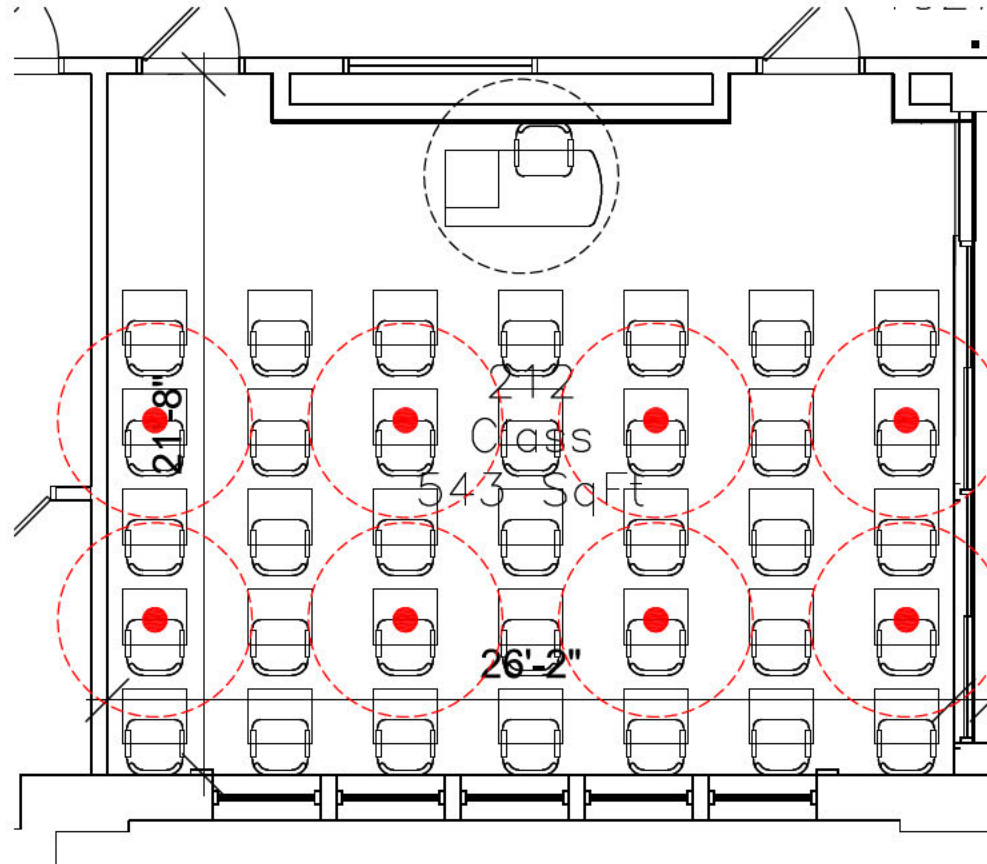
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

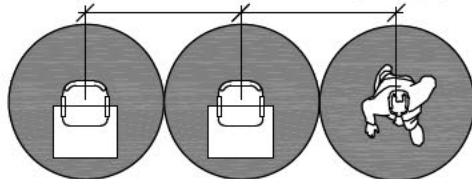
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 212 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

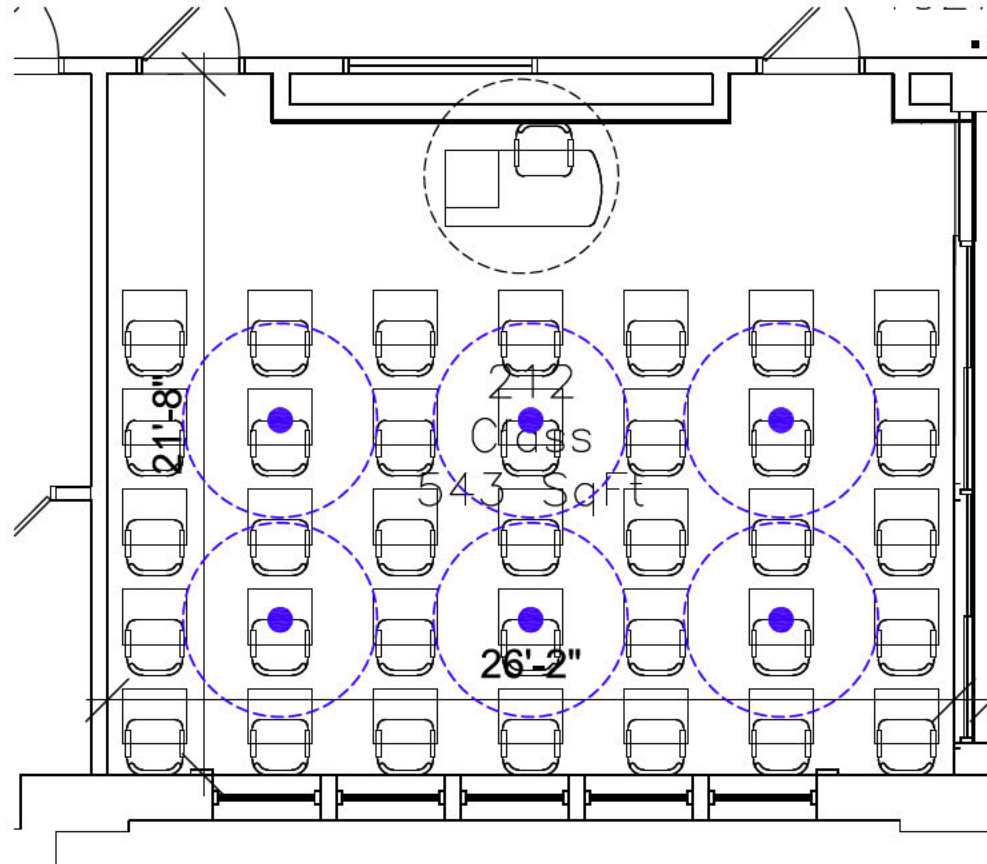
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

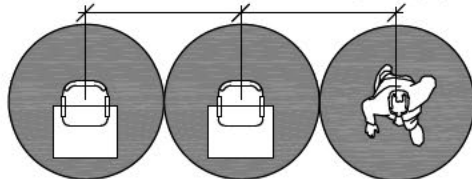
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 212 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

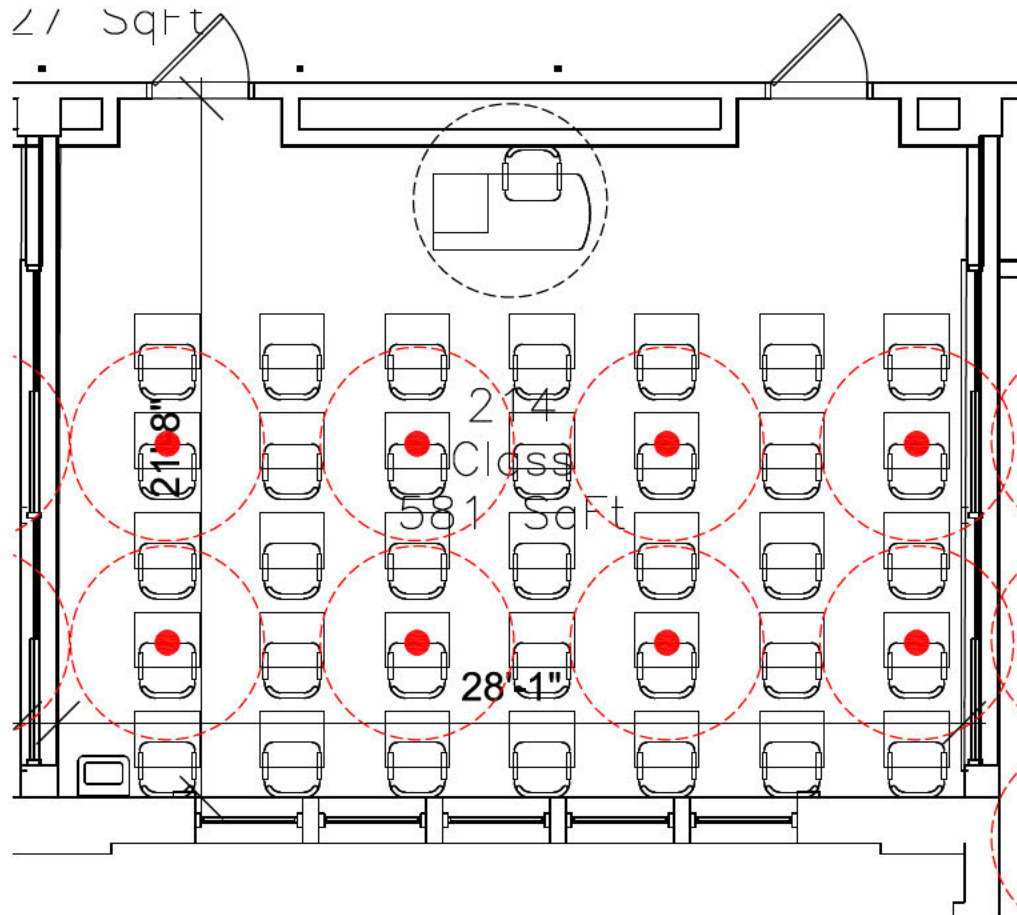
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

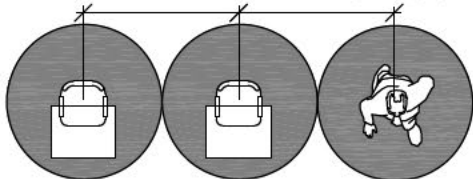
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 214 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

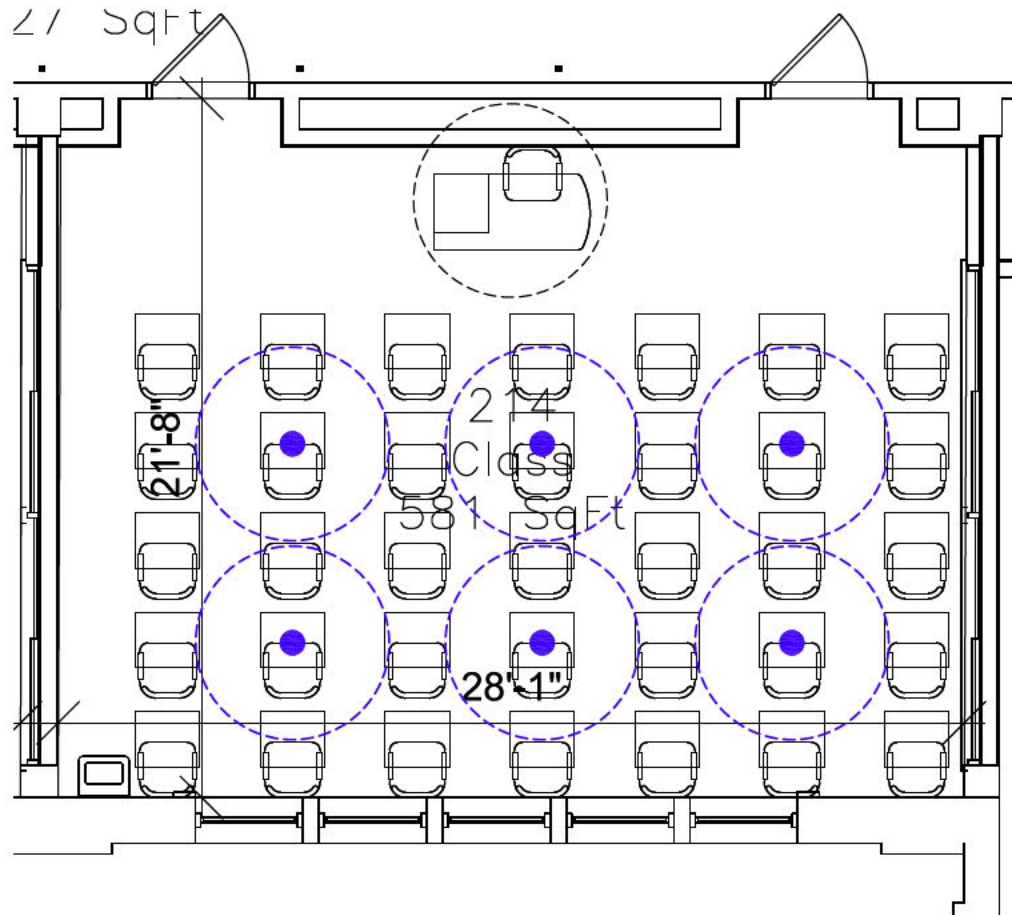
Class 1 - 8 Chairs ■

Class 2 - 6 Chairs ■

Total - 14 Safe Chairs

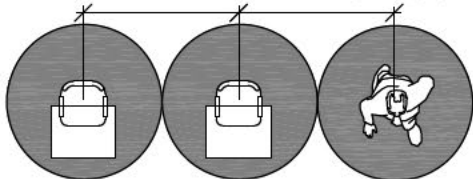
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

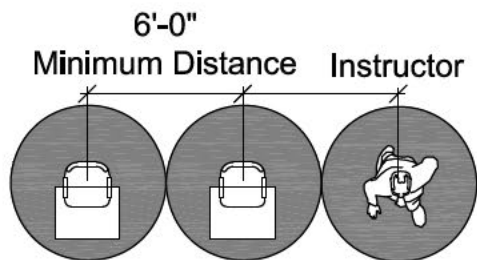
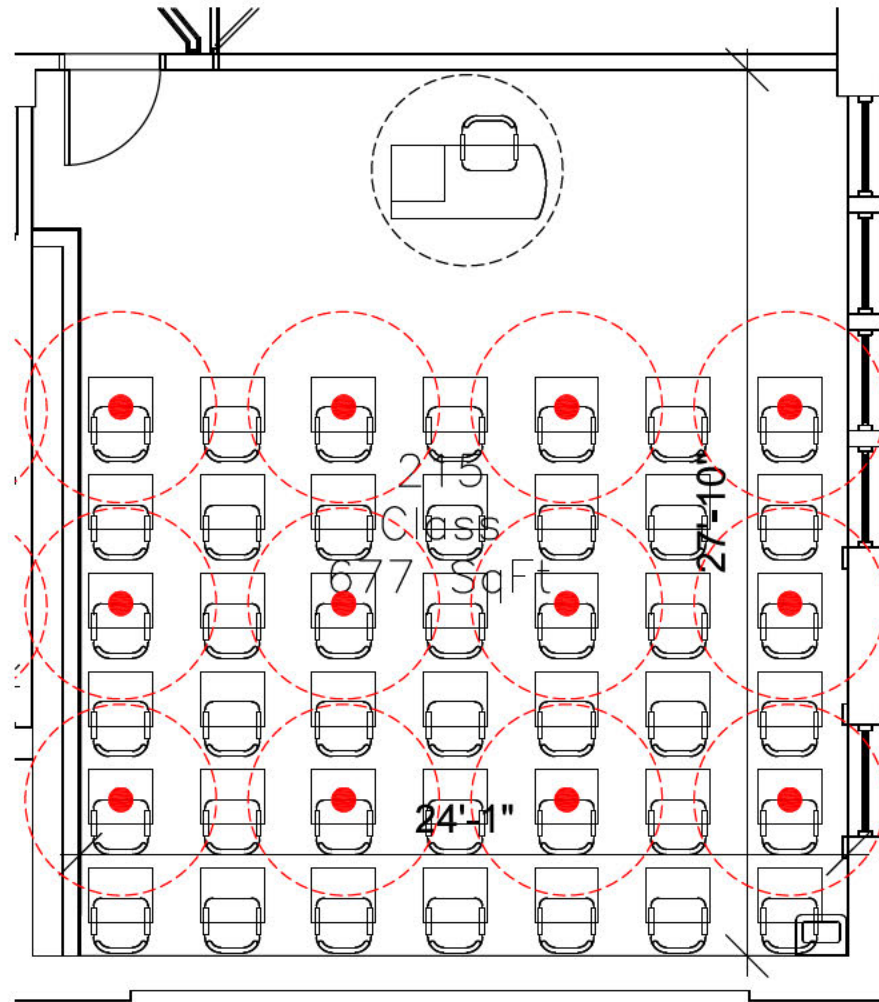
Central King Building - Room 214 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 21 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (42)

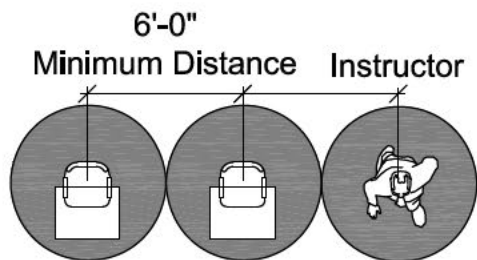
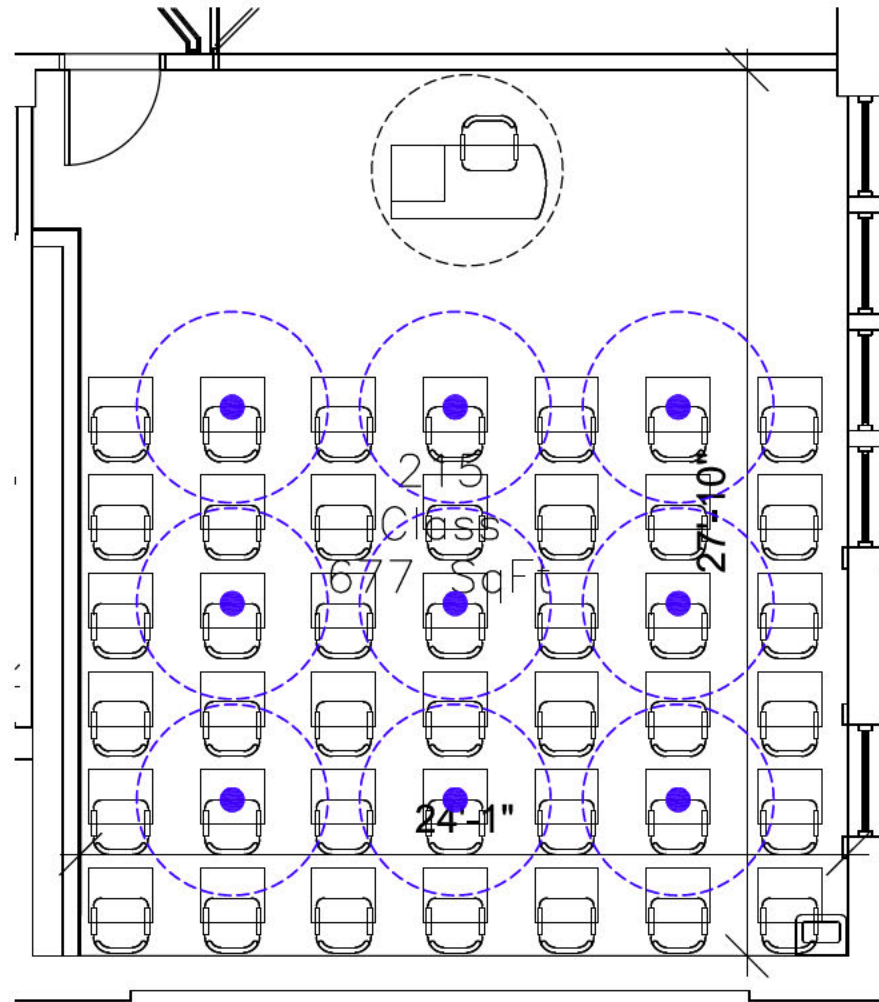


1 Central King Building - Room 215 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 21 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (42)



2 Central King Building - Room 215 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

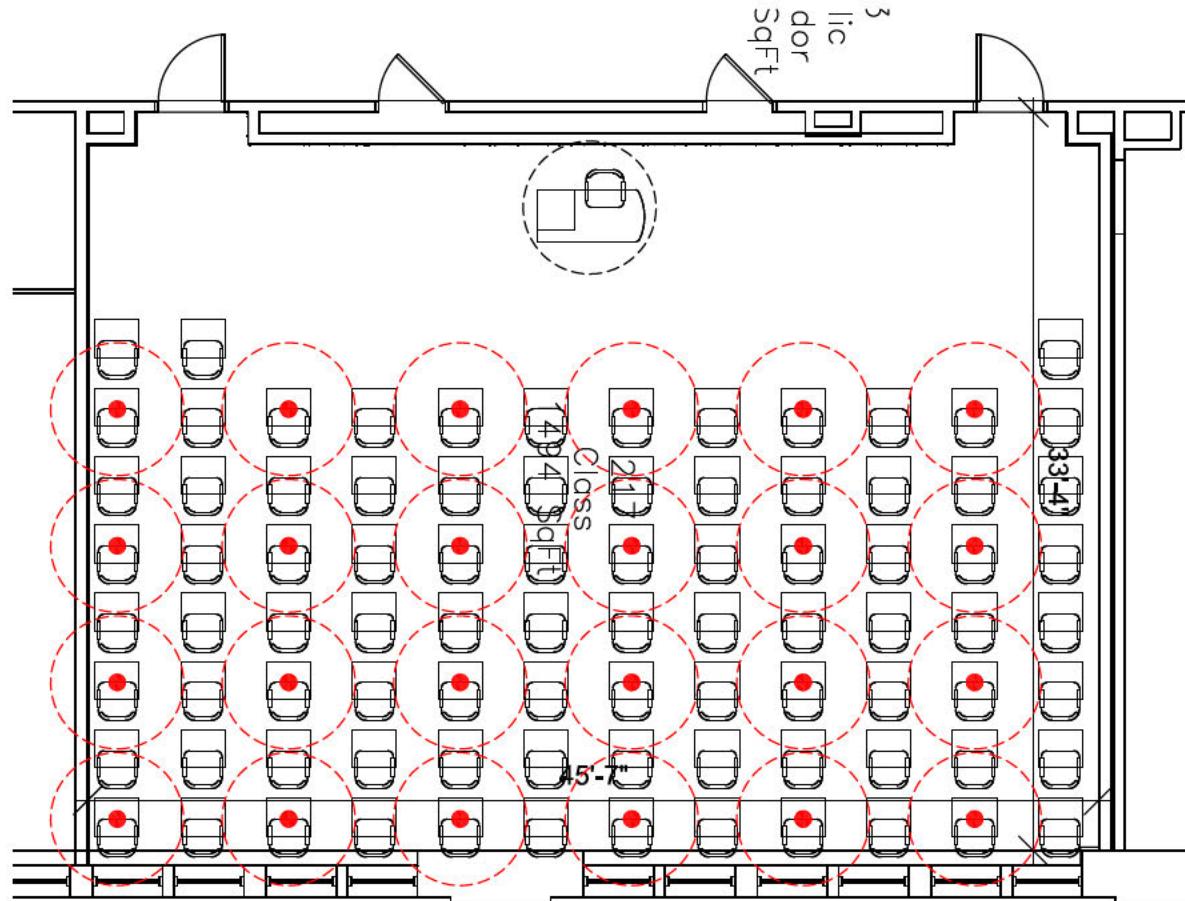
Class 1 - 24 Chairs ■

Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

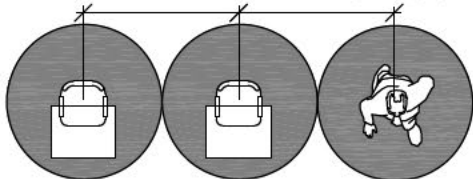
Social Distance Space Requirements

Existing Room Desk Count (87)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 217 - Class 1

SCALE: N.T.S

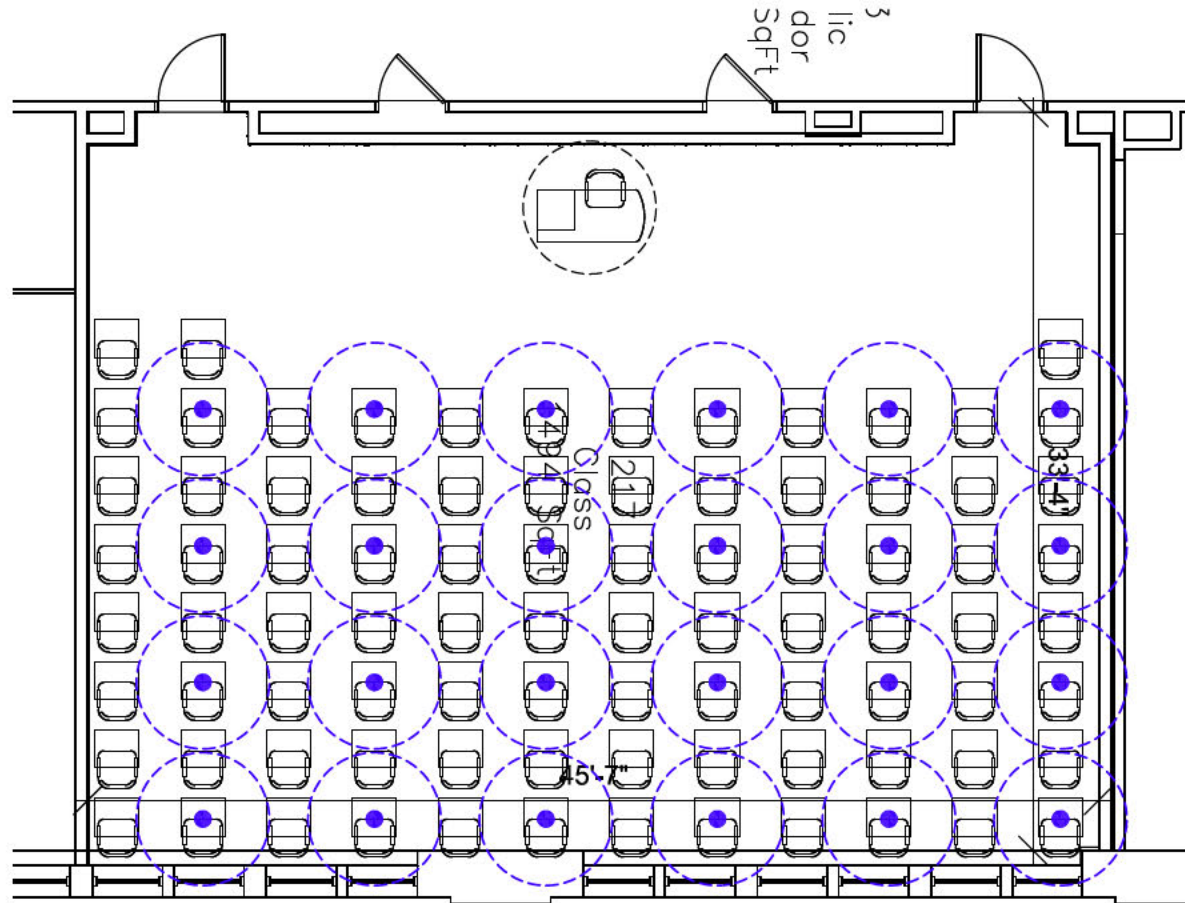
Proposed Modified
Desk Count per Class

Class 1 - 24 Chairs ■
Class 2 - 24 Chairs ■

Total - 48 Safe Chairs

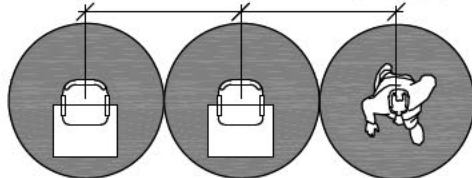
Social Distance Space Requirements

Existing Room Desk Count (87)



6'-0"

Minimum Distance Instructor



2

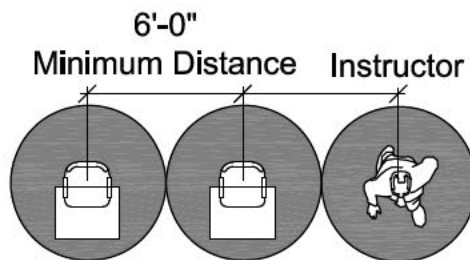
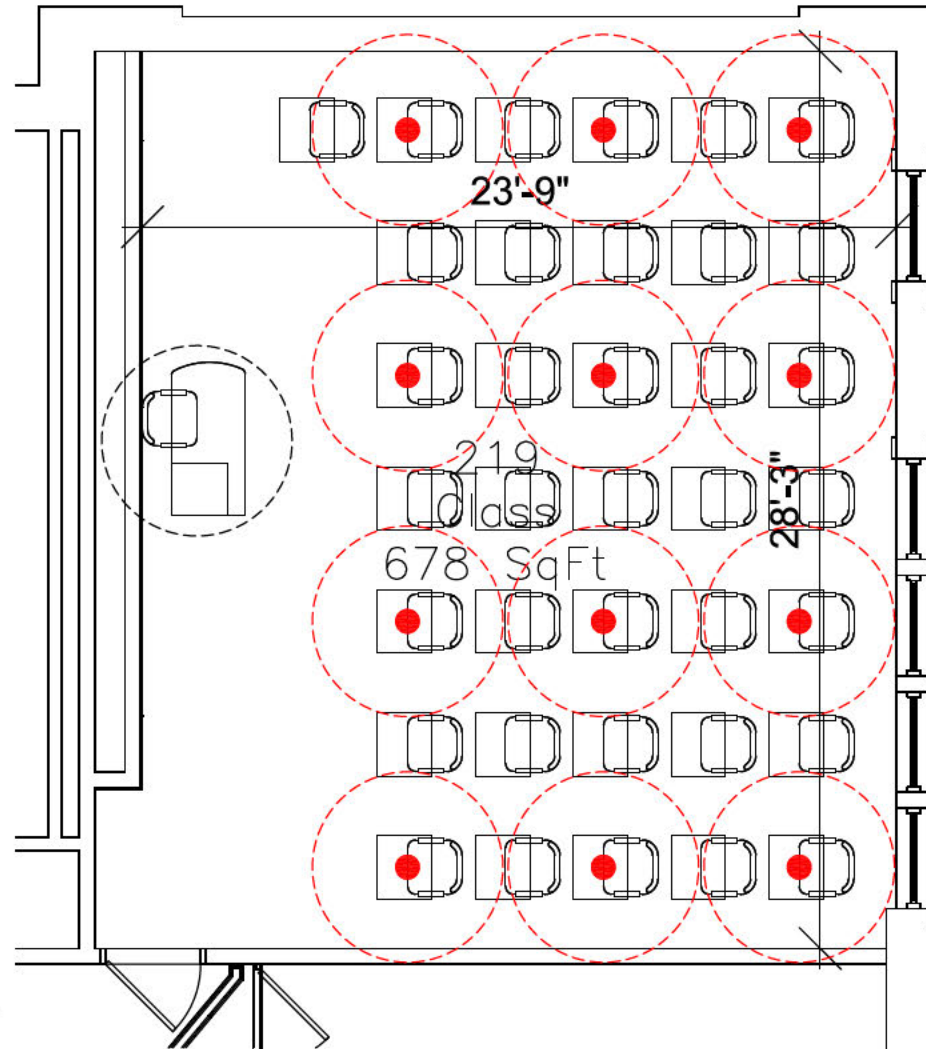
Central King Building - Room 217 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 21 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)

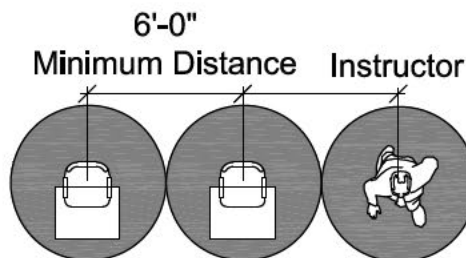
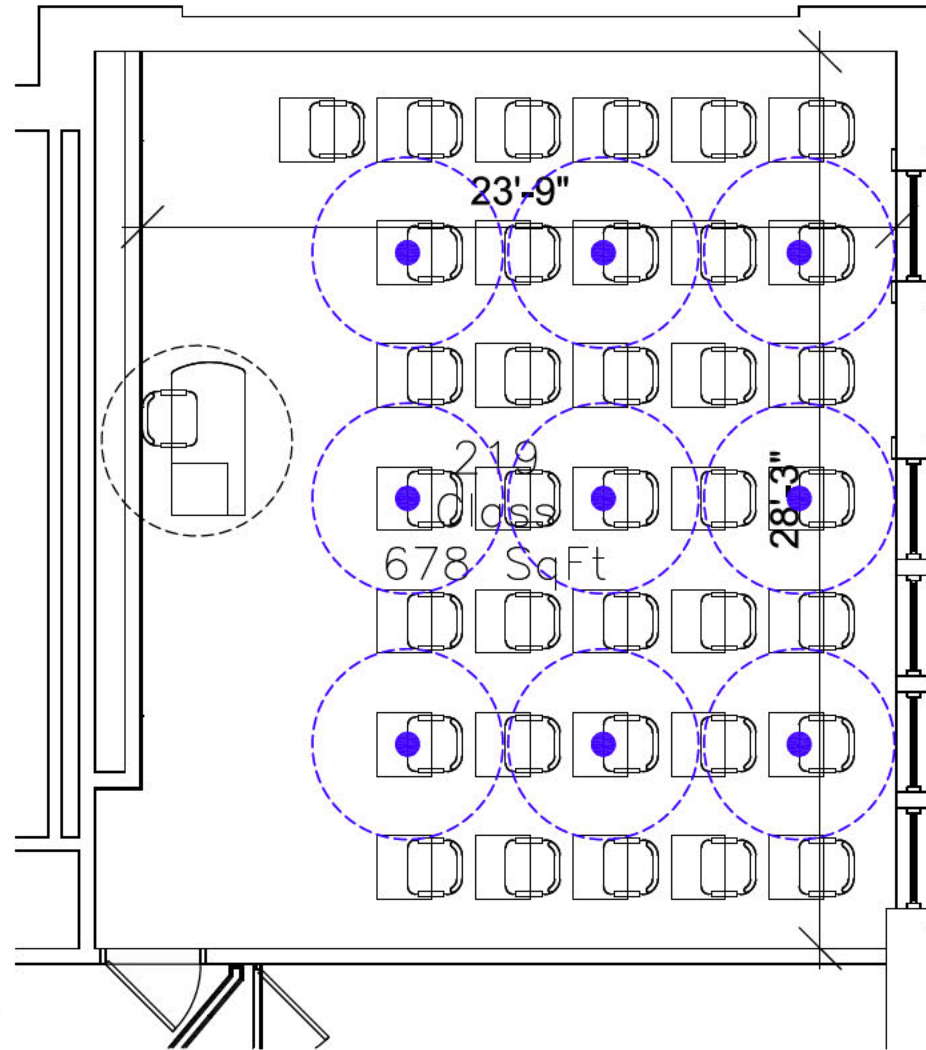


1 Central King Building - Room 219 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 21 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



2 Central King Building - Room 219 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

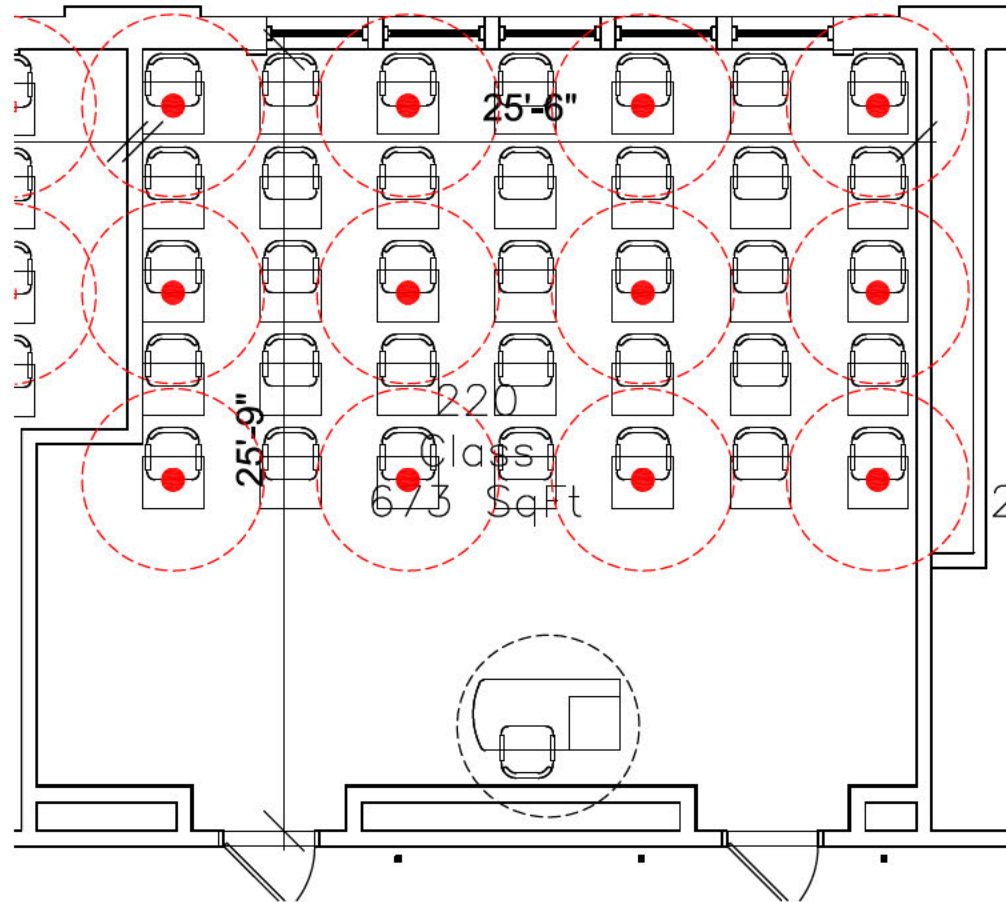
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

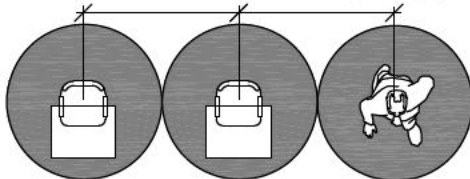
Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 220 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

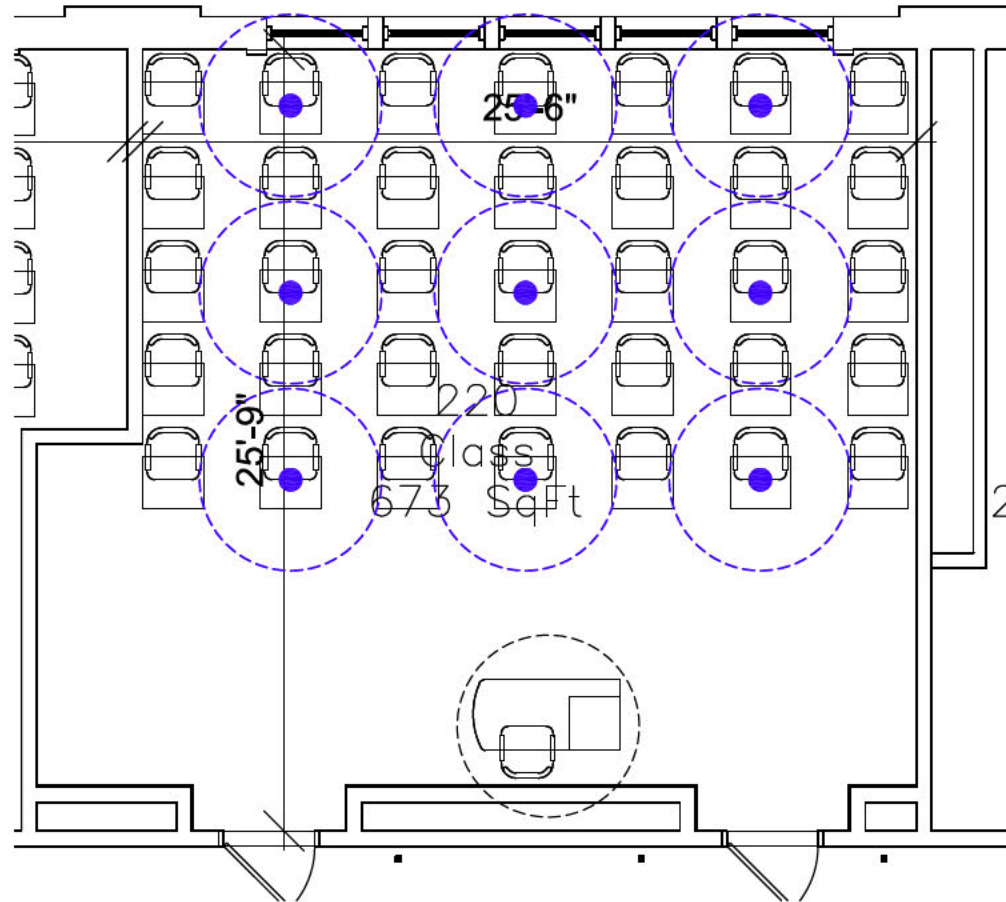
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

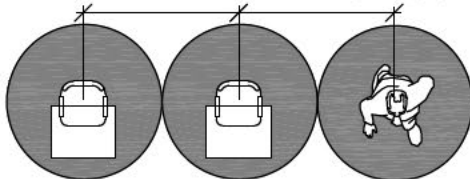
Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



2

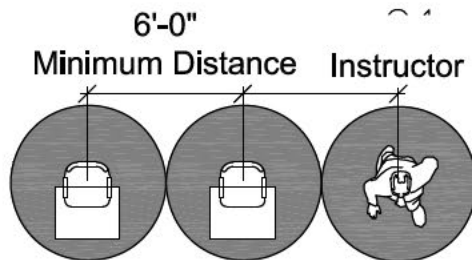
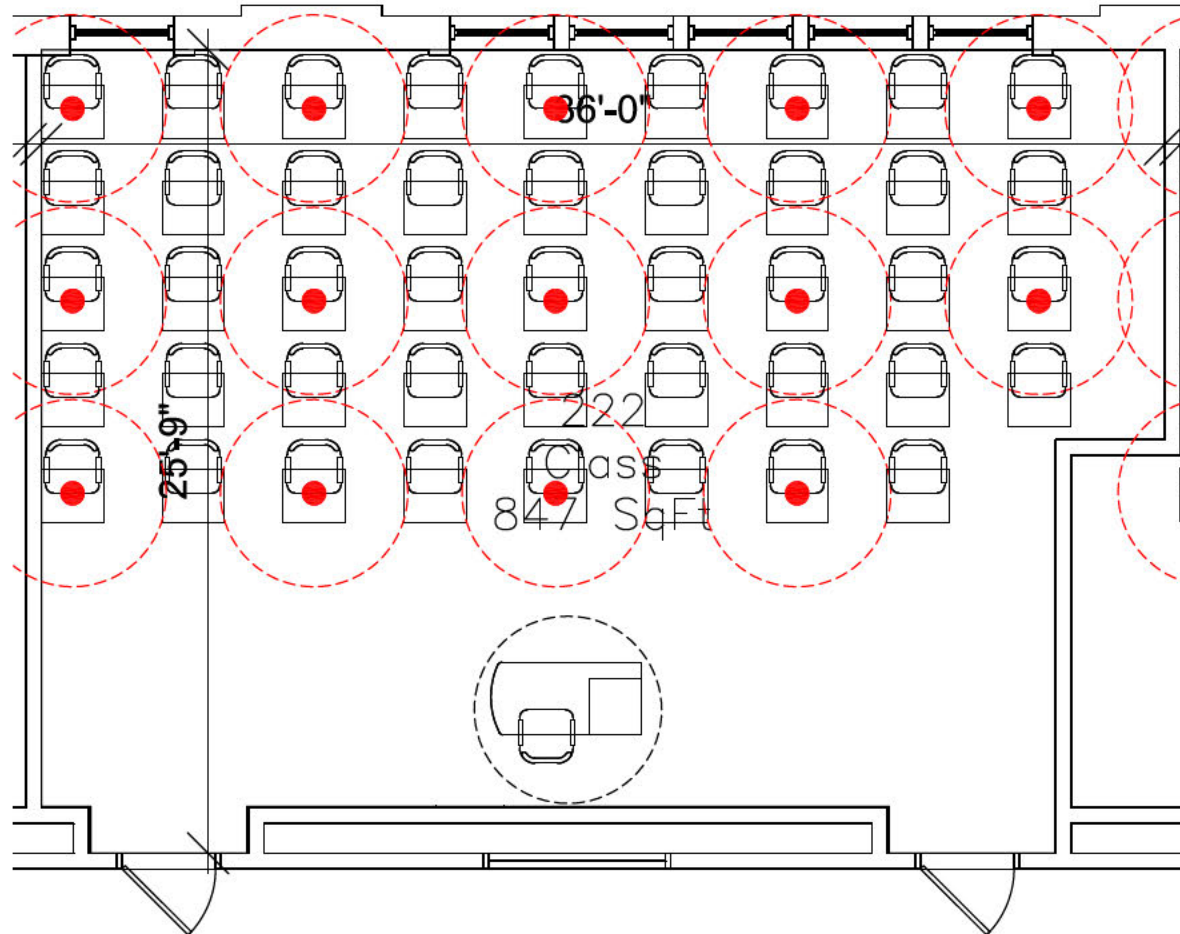
Central King Building - Room 220 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 14 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 26 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (44)

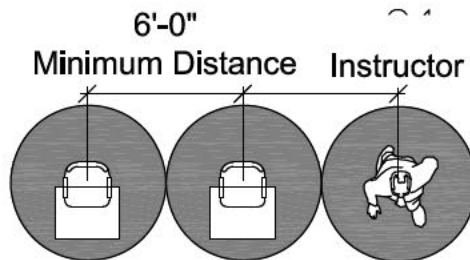
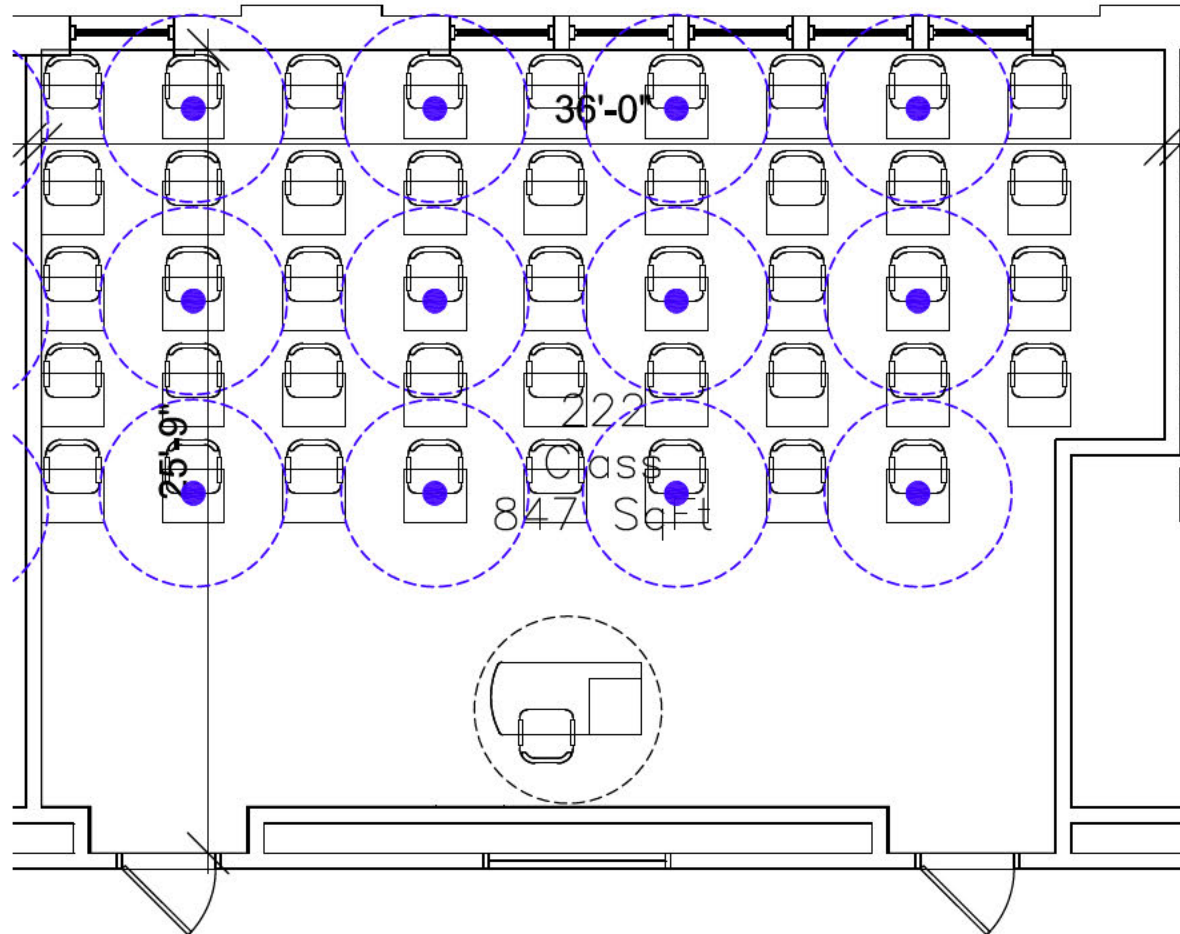


1 Central King Building - Room 222 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 14 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 26 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (44)



2 Central King Building - Room 222 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

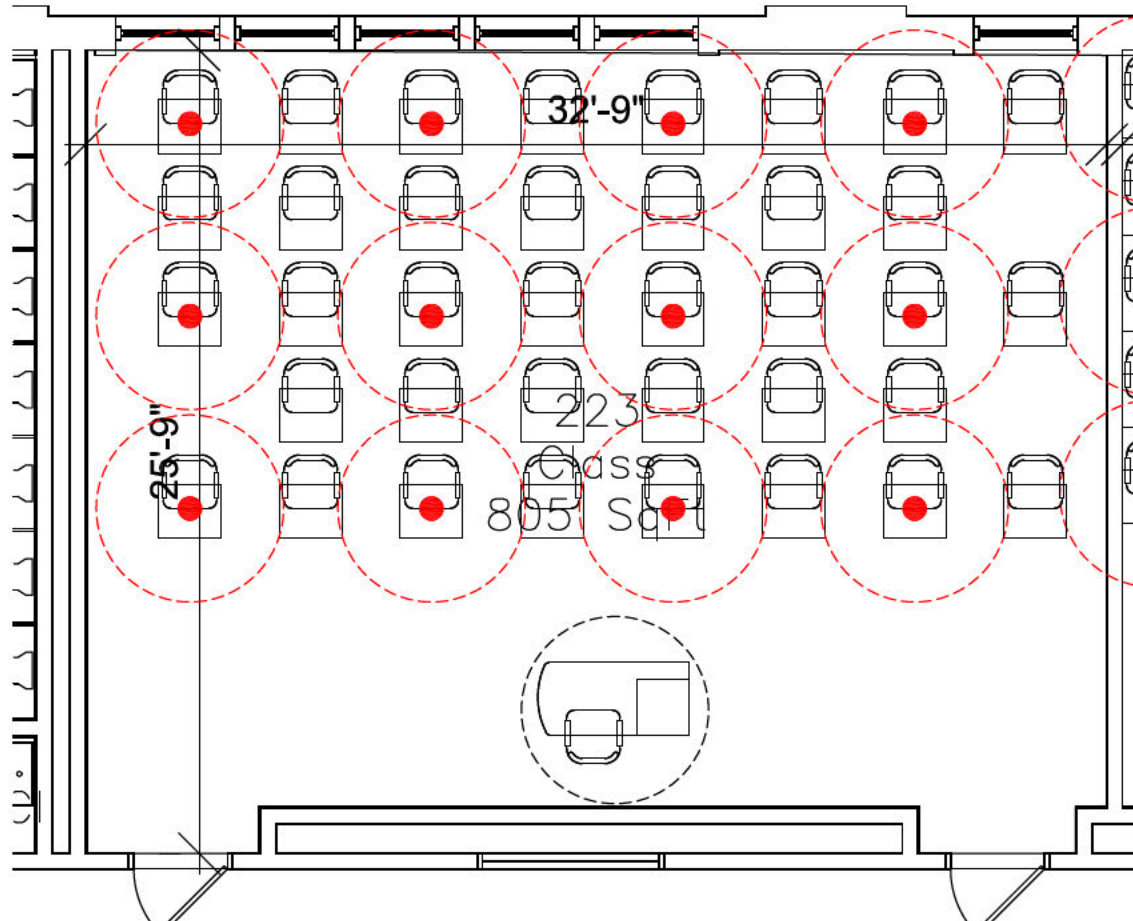
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

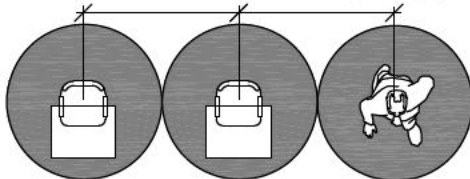
Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 223 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

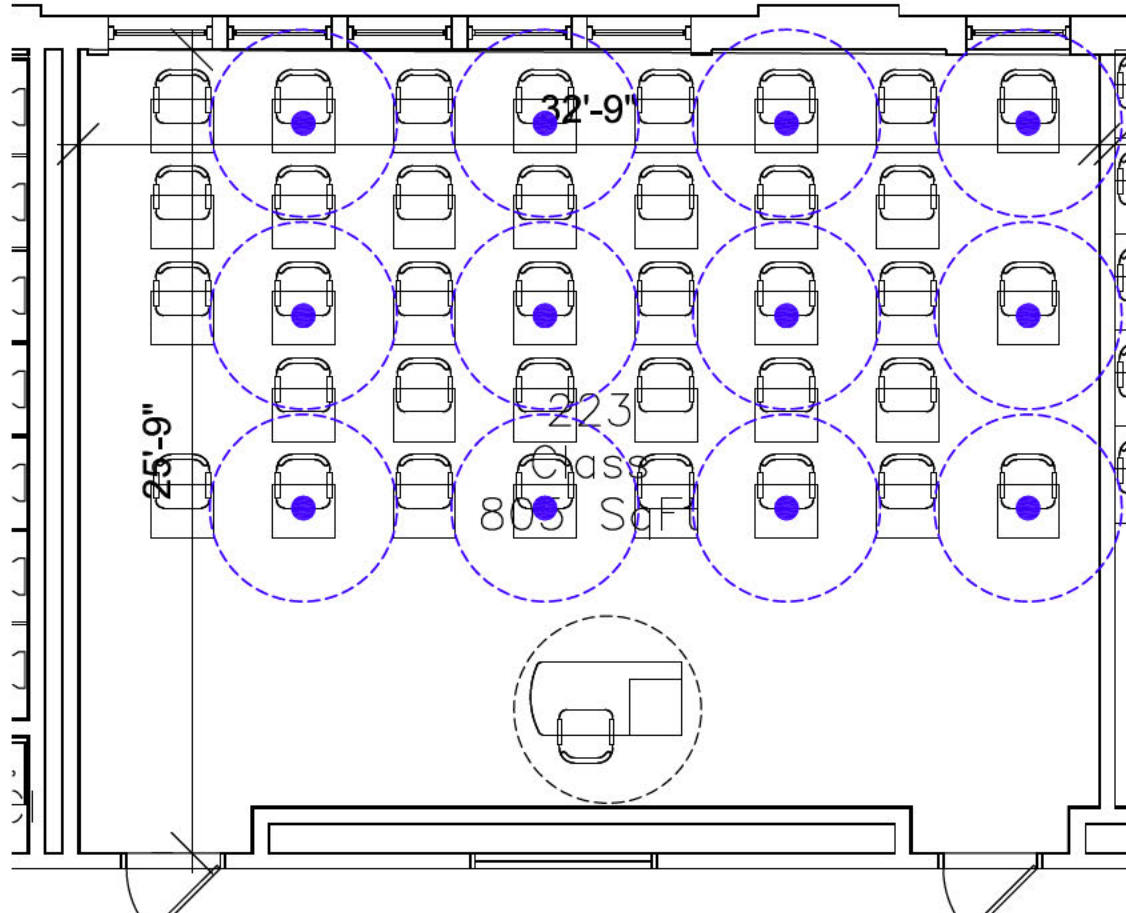
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

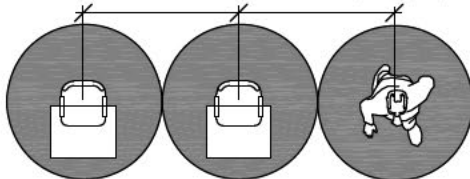
Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



2

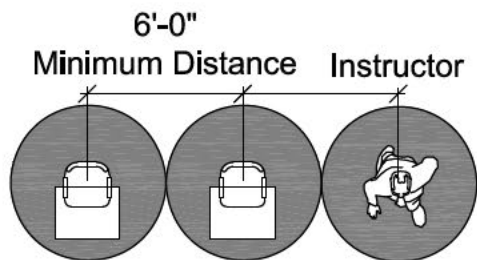
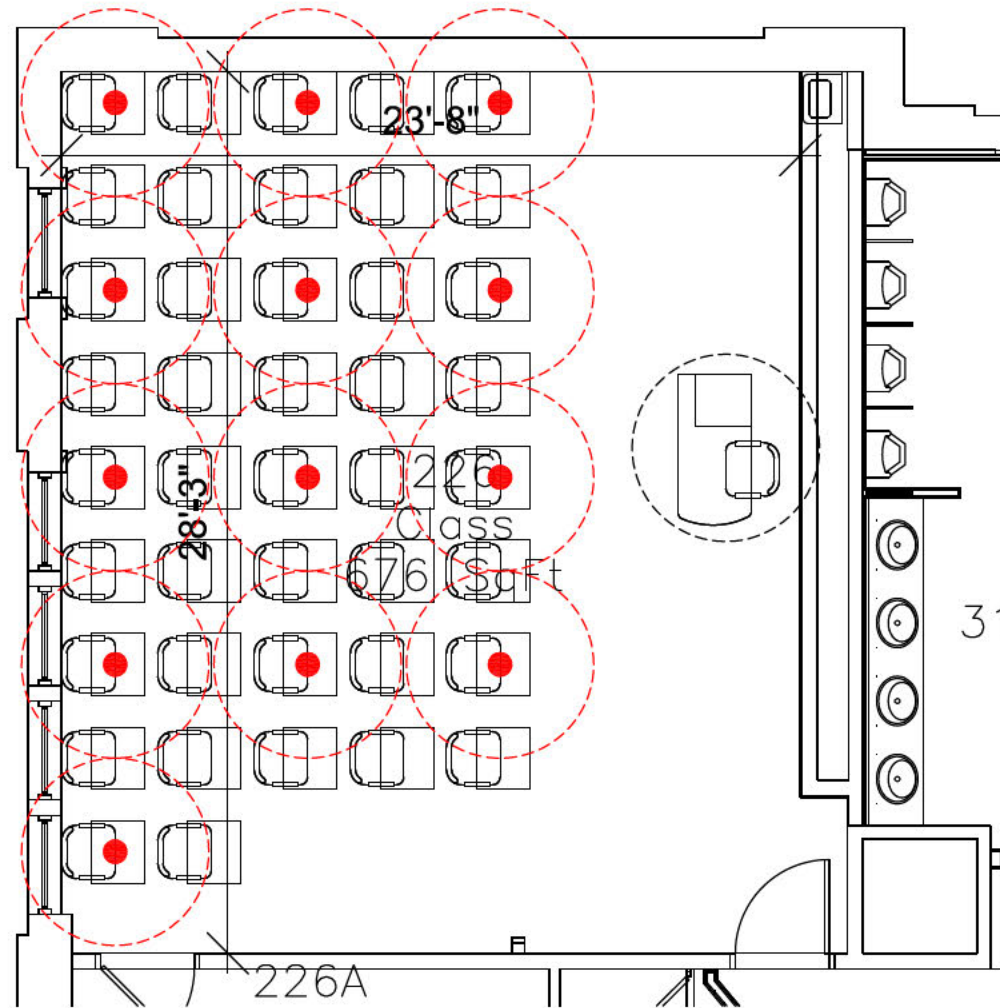
Central King Building - Room 223 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 13 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 25 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (42)

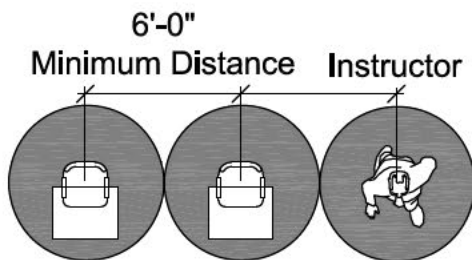
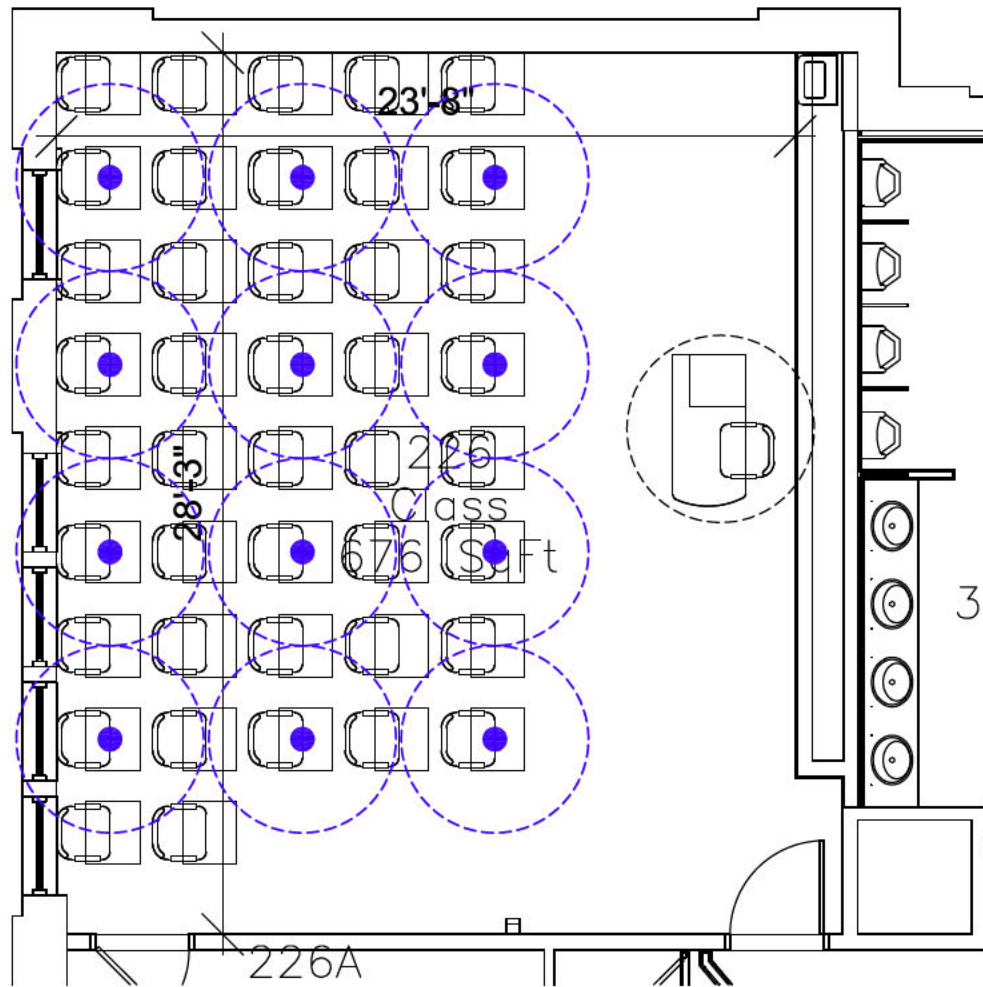


1 Central King Building - Room 226 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 13 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 25 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (42)



2 Central King Building - Room 226 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

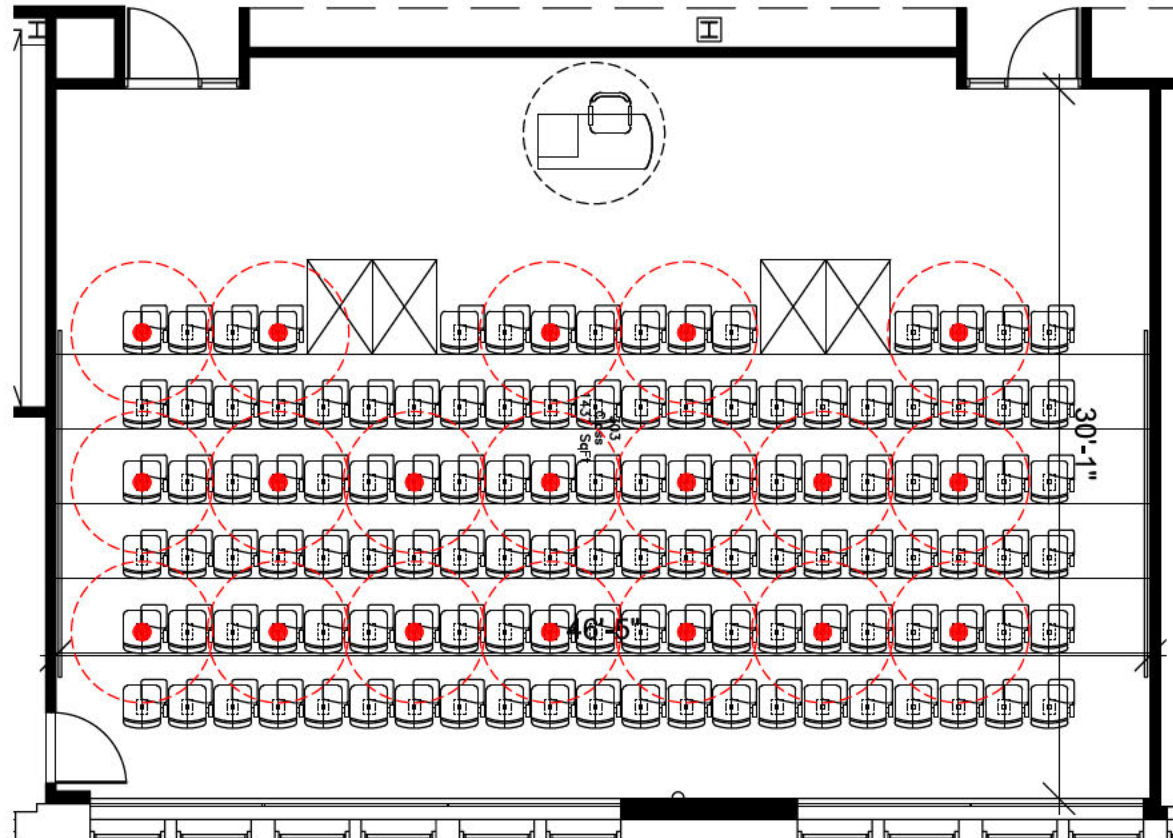
Class 1 - 19 Chairs ■

Class 2 - 19 Chairs ■

Total - 38 Safe Chairs

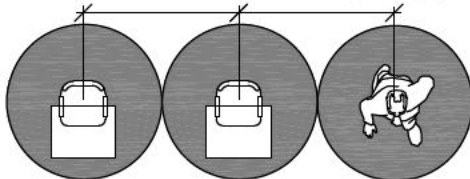
Social Distance Space Requirements

Existing Room Desk Count (120)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 303 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

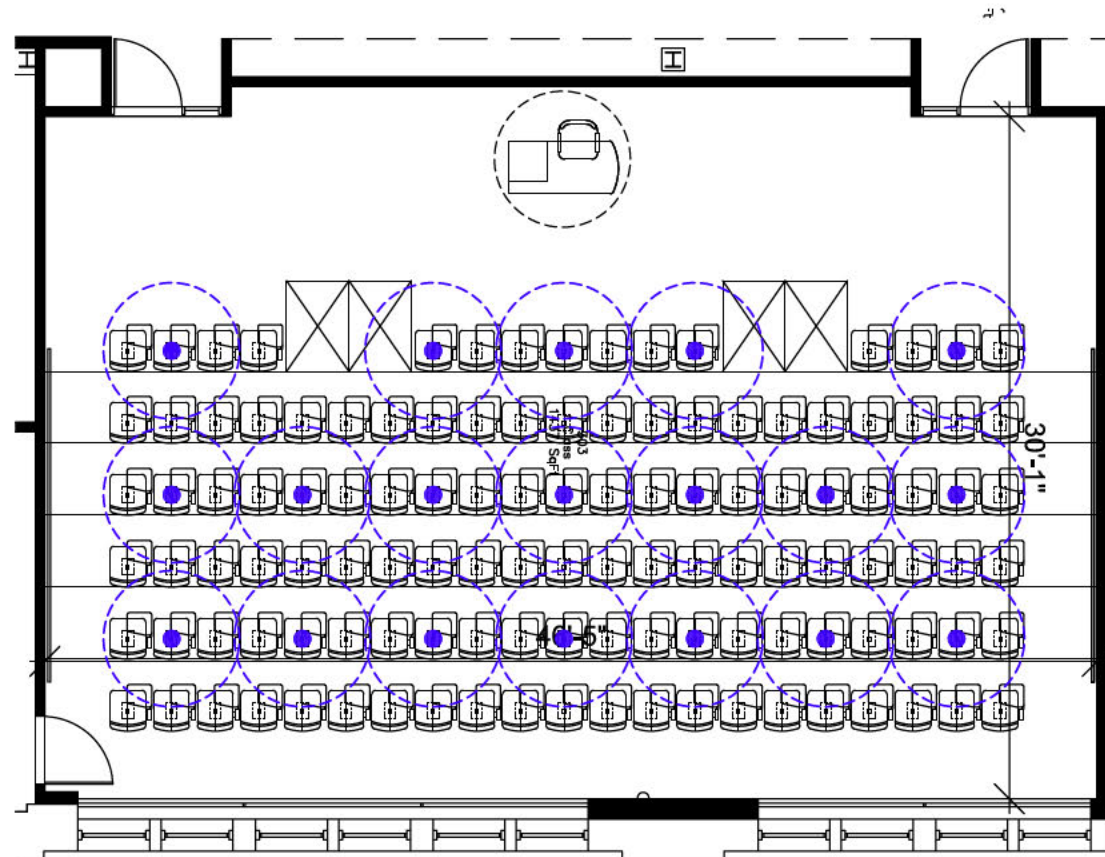
Class 1 - 19 Chairs ■

Class 2 - 19 Chairs ■

Total - 38 Safe Chairs

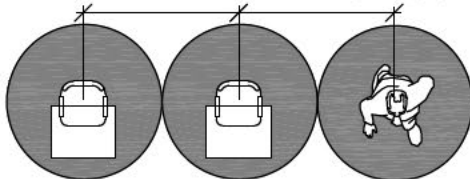
Social Distance Space Requirements

Existing Room Desk Count (120)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 303 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

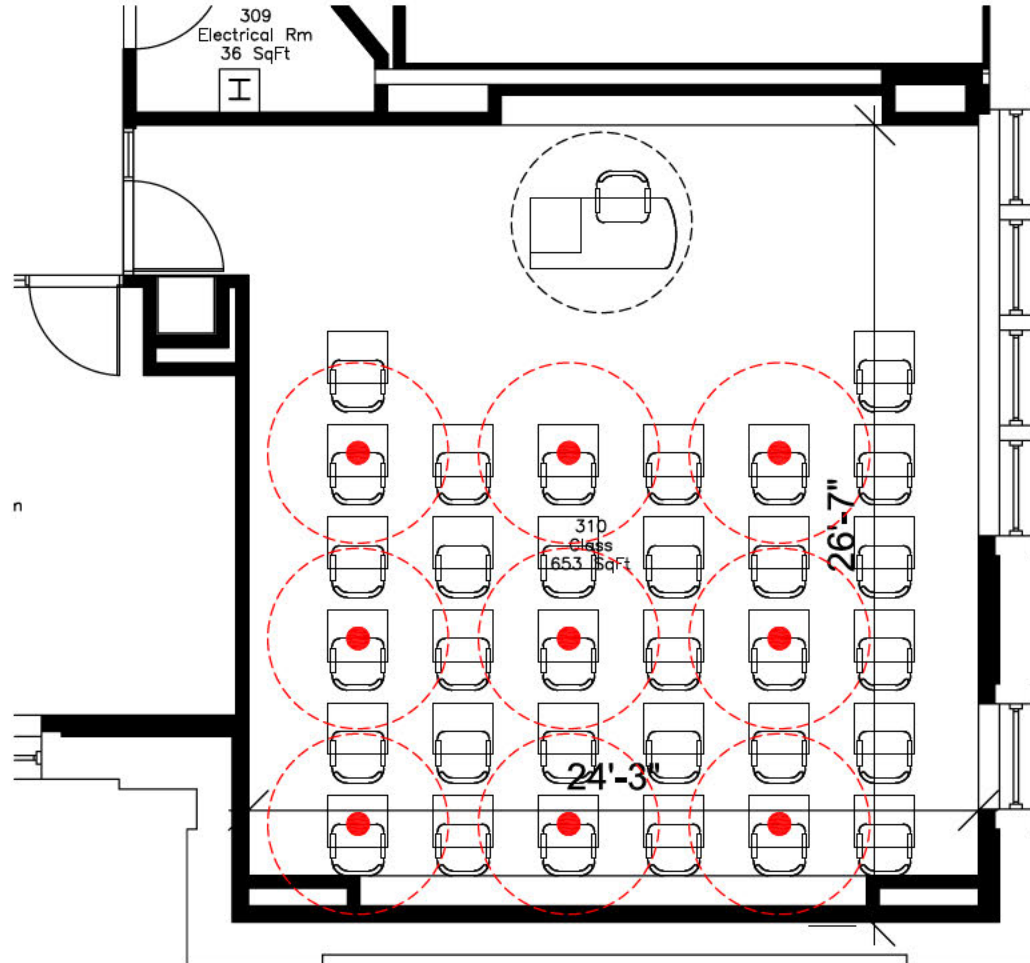
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

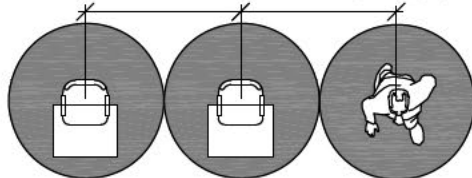
Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



1 Central King Building - Room 310 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

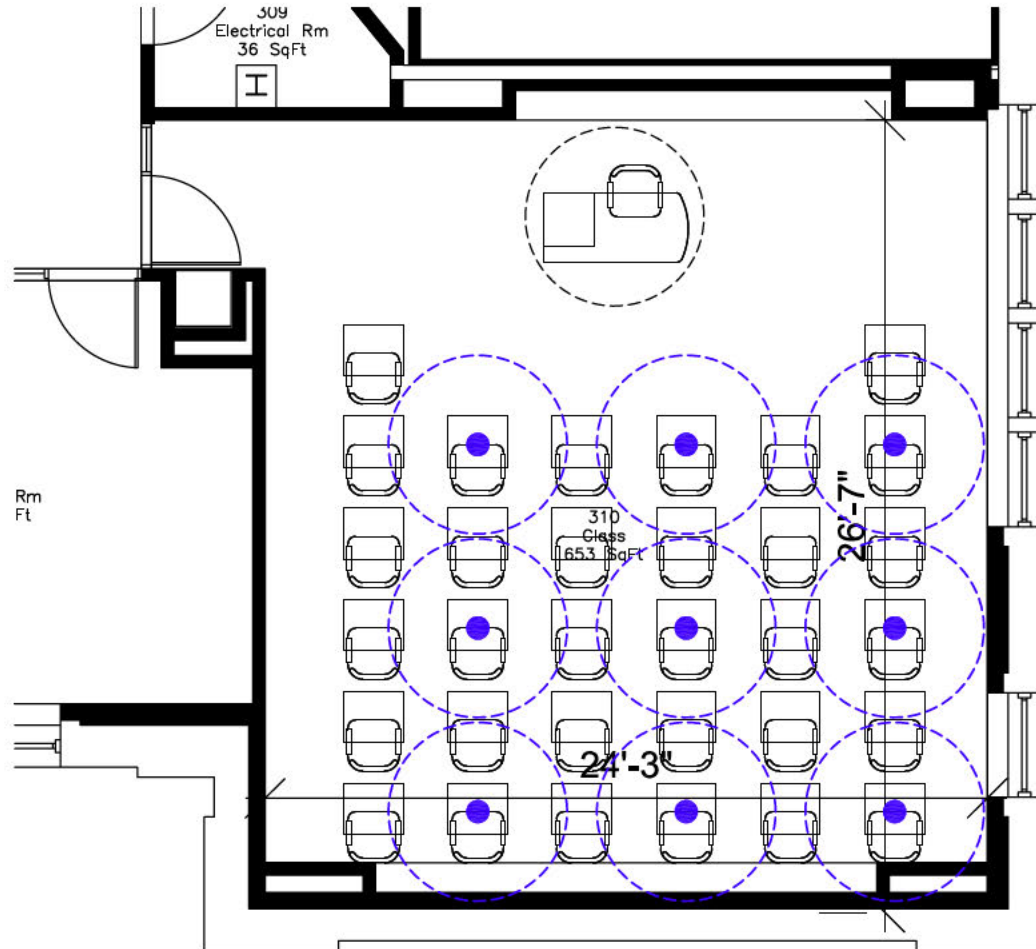
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

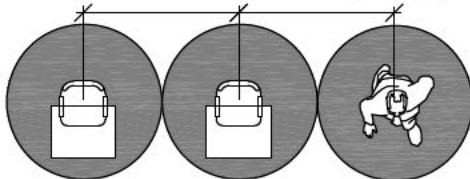
Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 310 - Class 2

SCALE: N.T.S

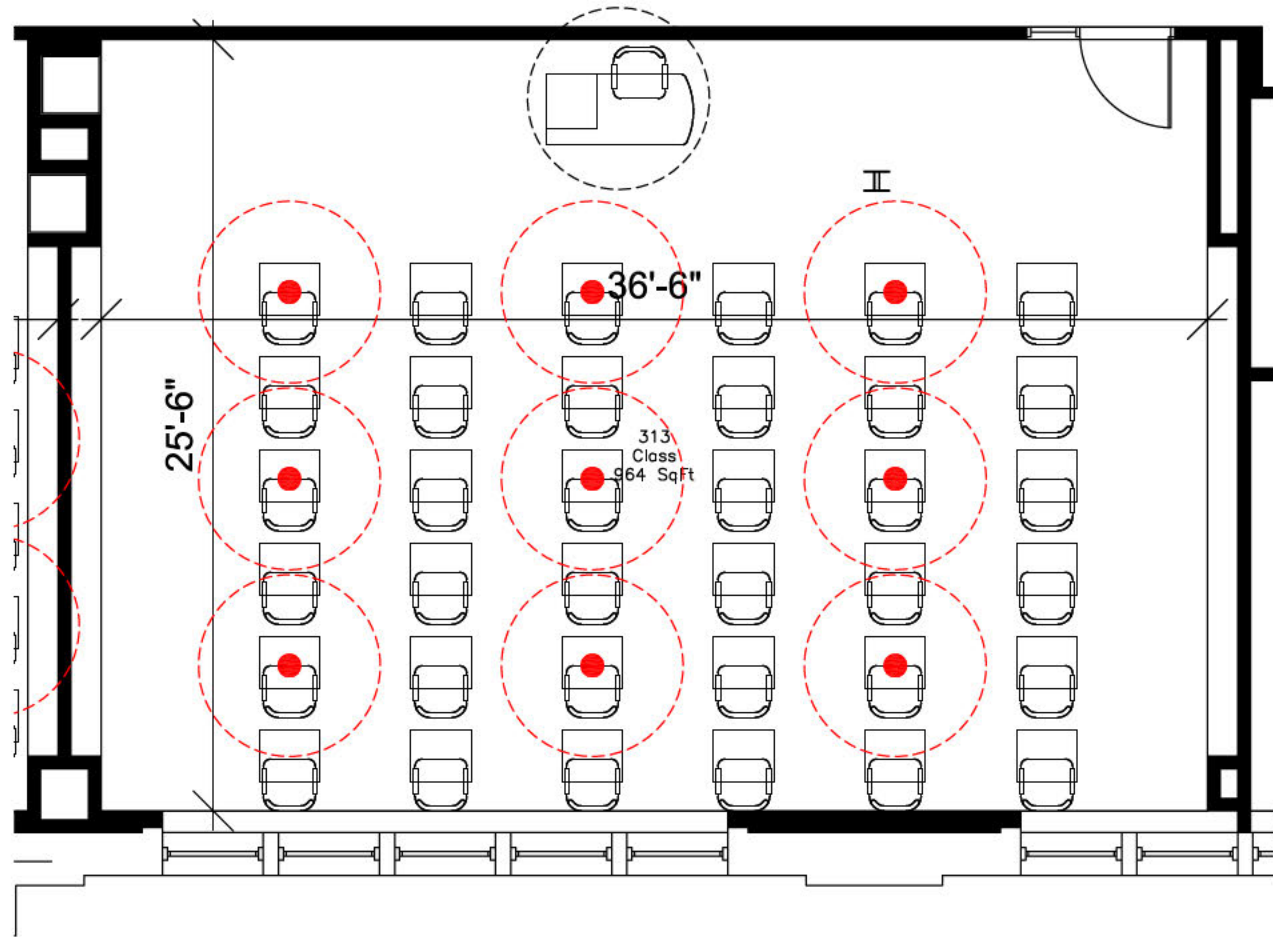
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

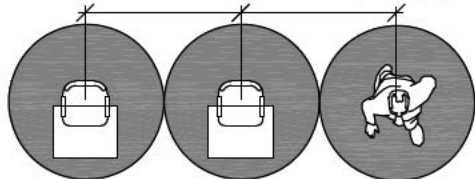
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 313 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

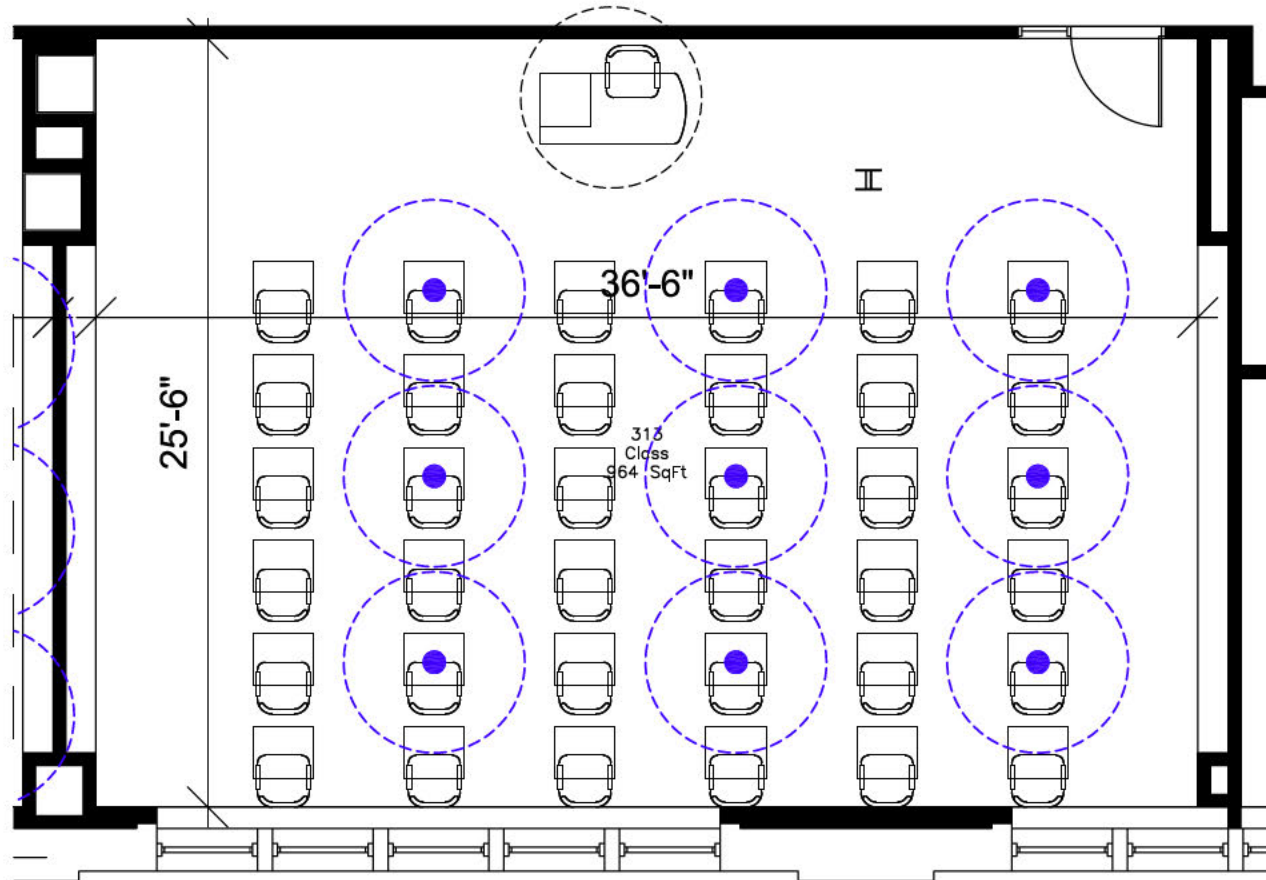
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

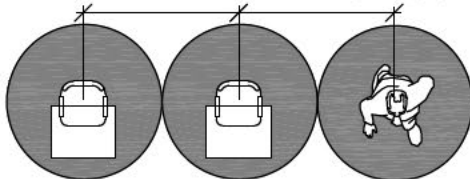
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 313 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

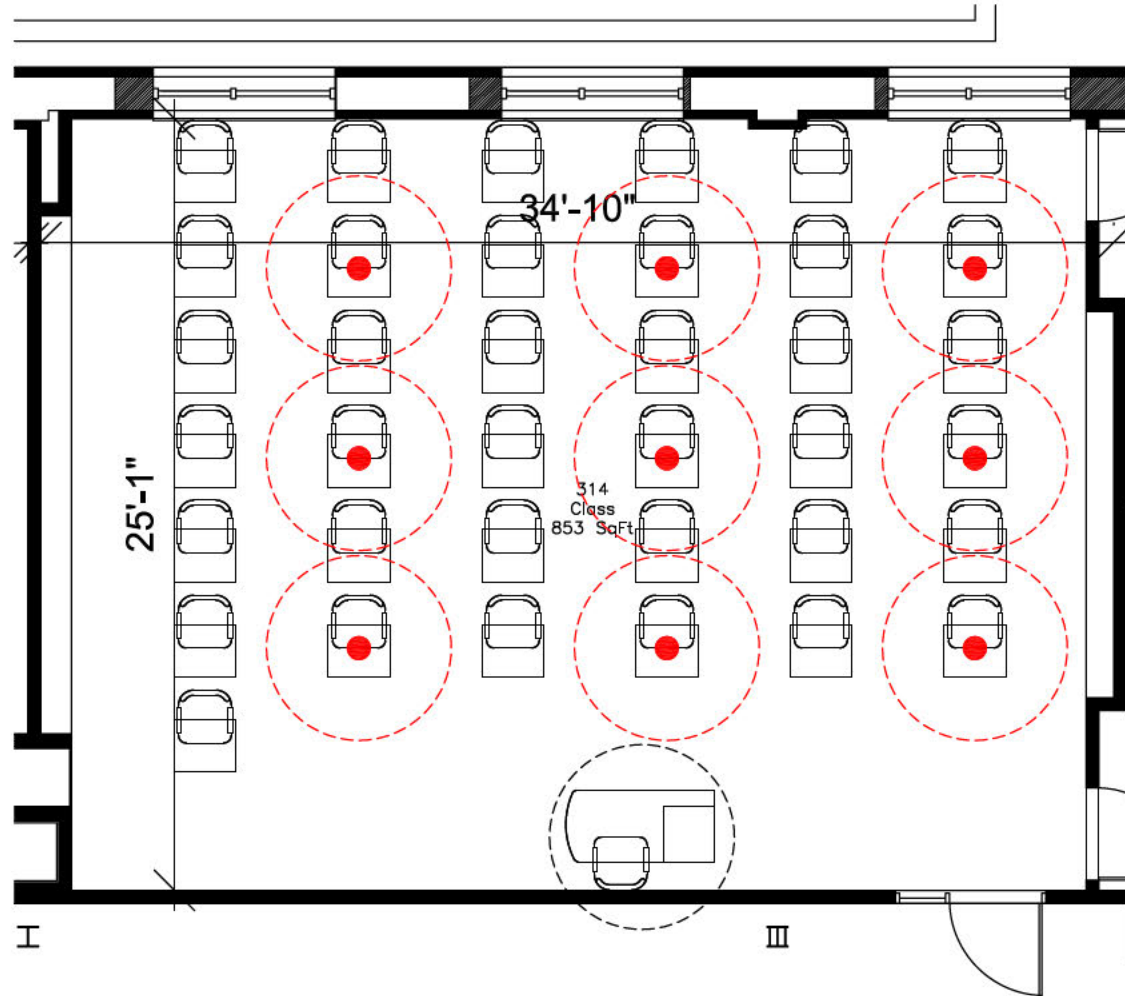
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

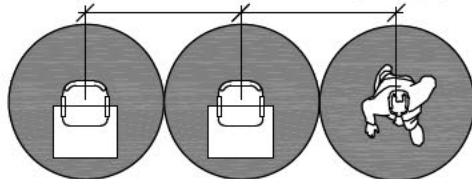
Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 314 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

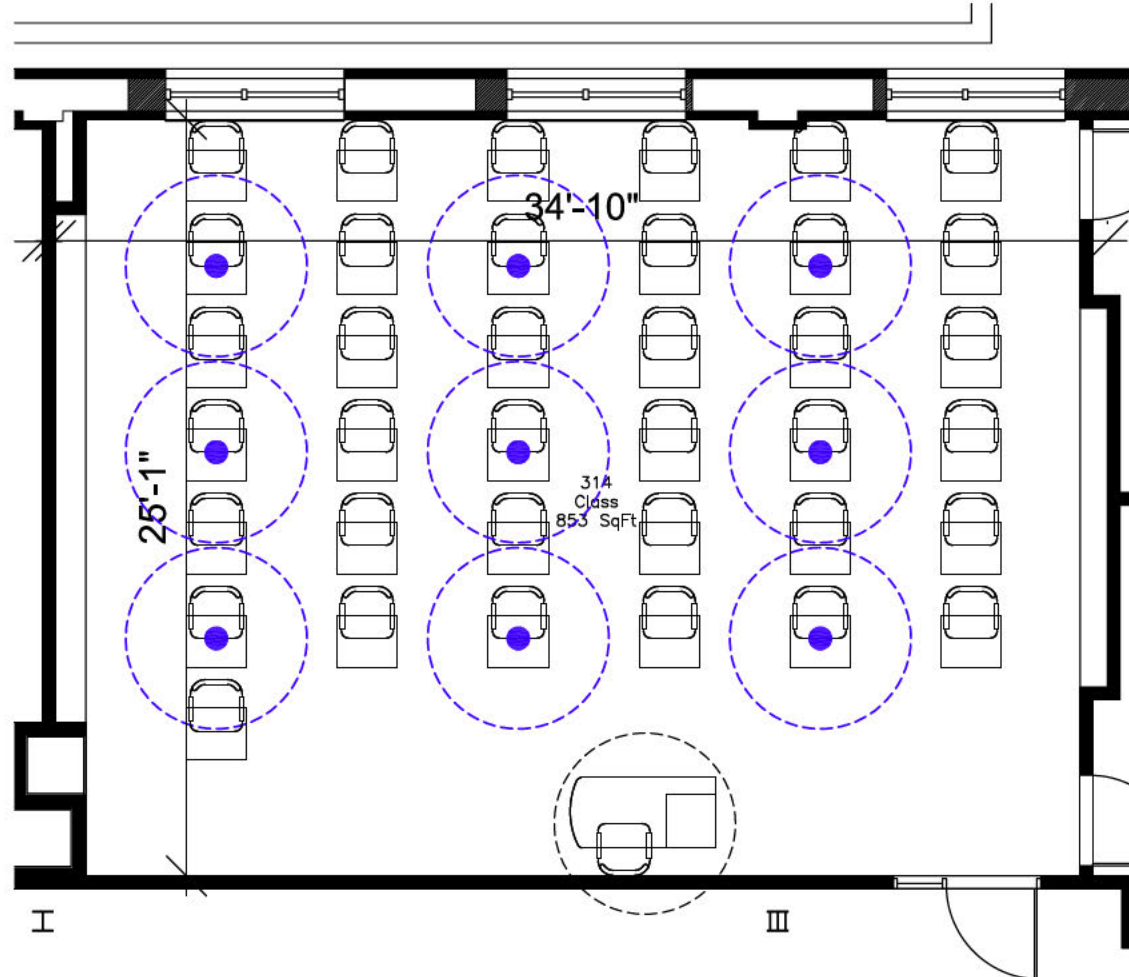
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

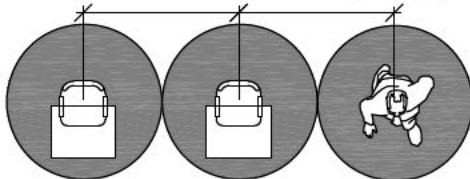
Social Distance Space Requirements

Existing Room Desk Count (37)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 314 - Class 2

SCALE: N.T.S

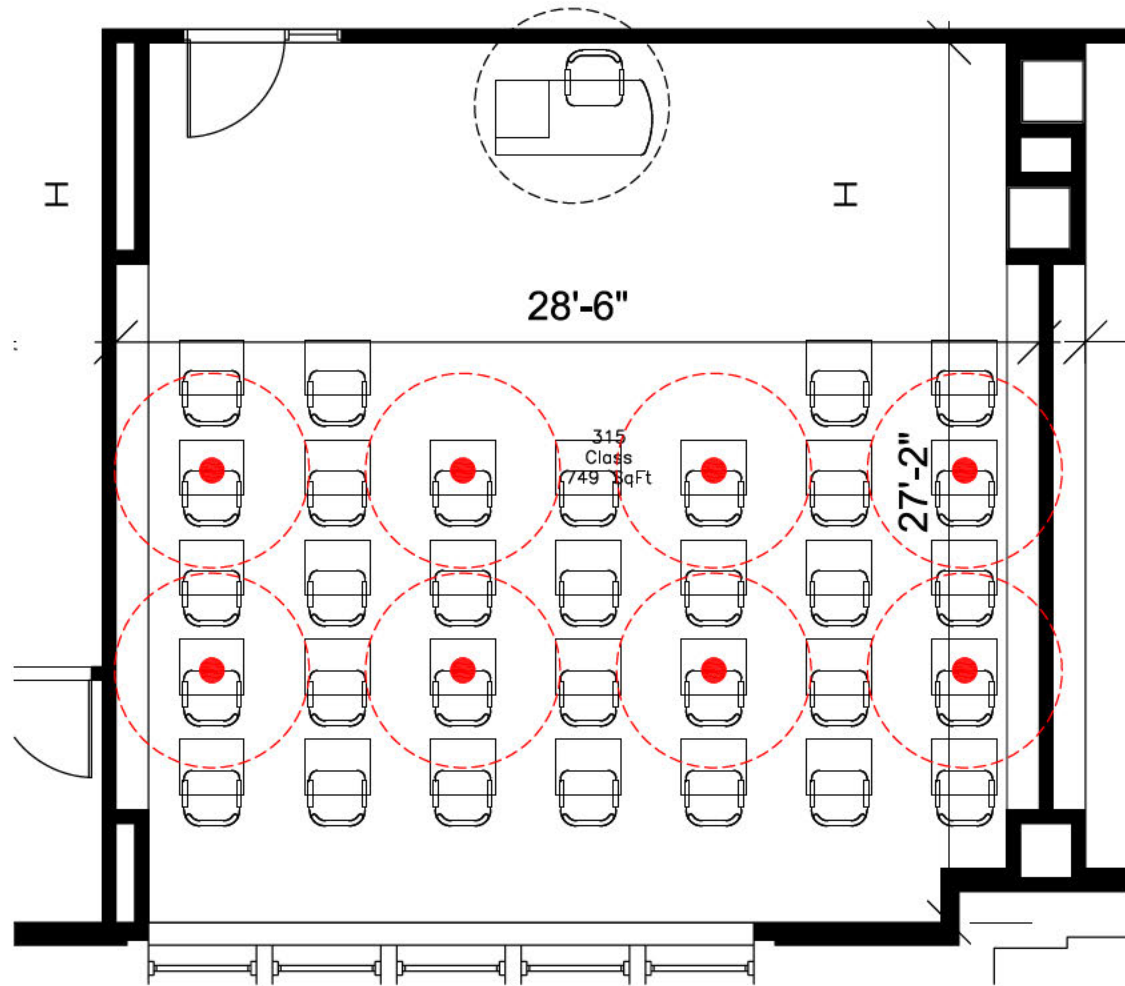
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 10 Chairs ■

Total - 18 Safe Chairs

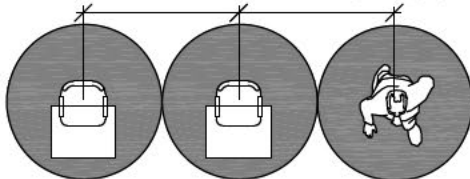
Social Distance Space Requirements

Existing Room Desk Count (32)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 315 - Class 1

SCALE: N.T.S

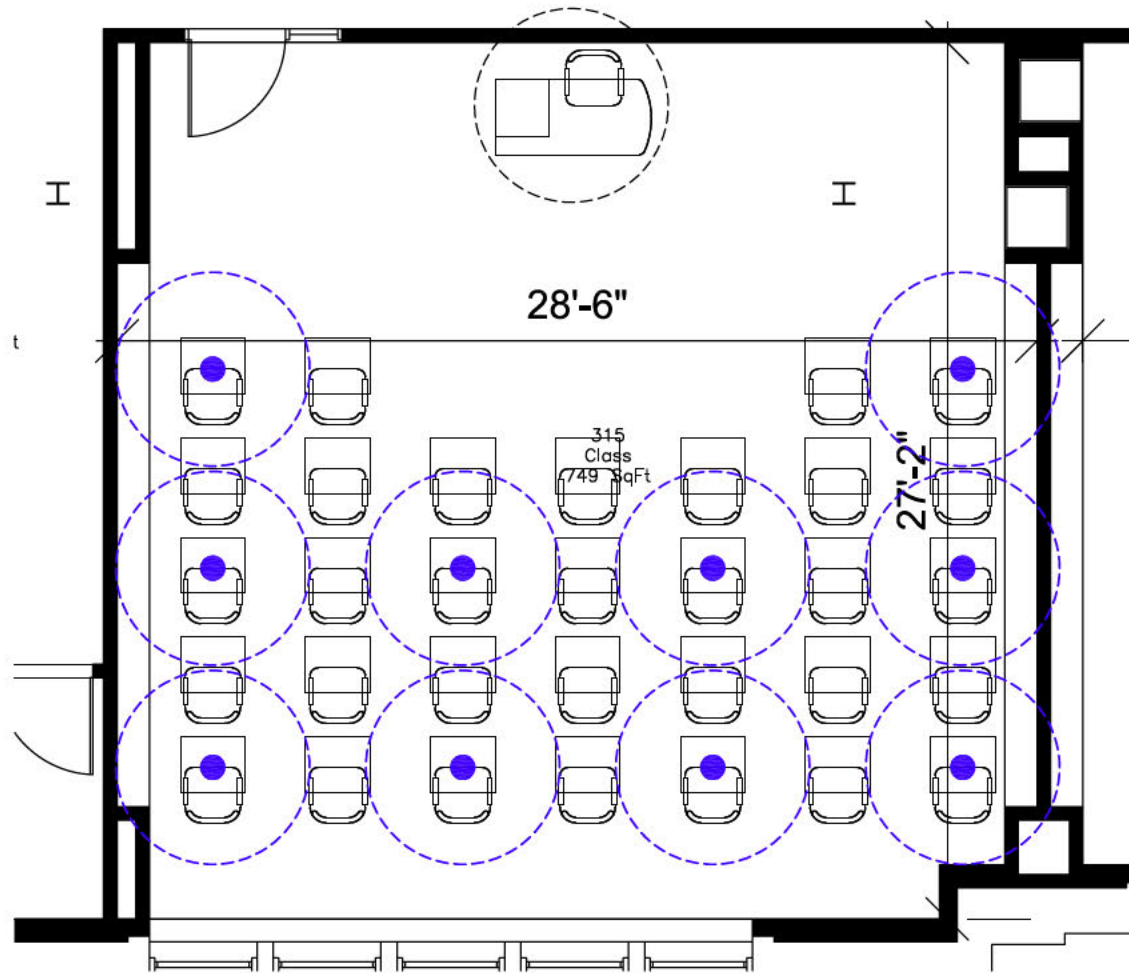
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 10 Chairs ■

Total - 18 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (32)



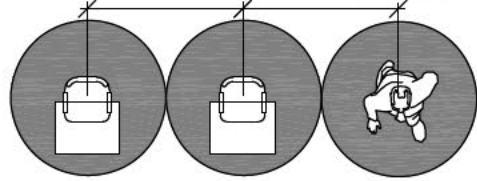
315
Class
749 SqFt

27'-2"

28'-6"

6'-0"

Minimum Distance Instructor



2

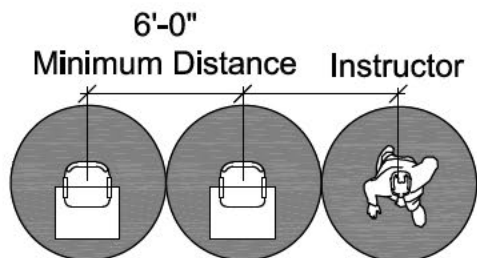
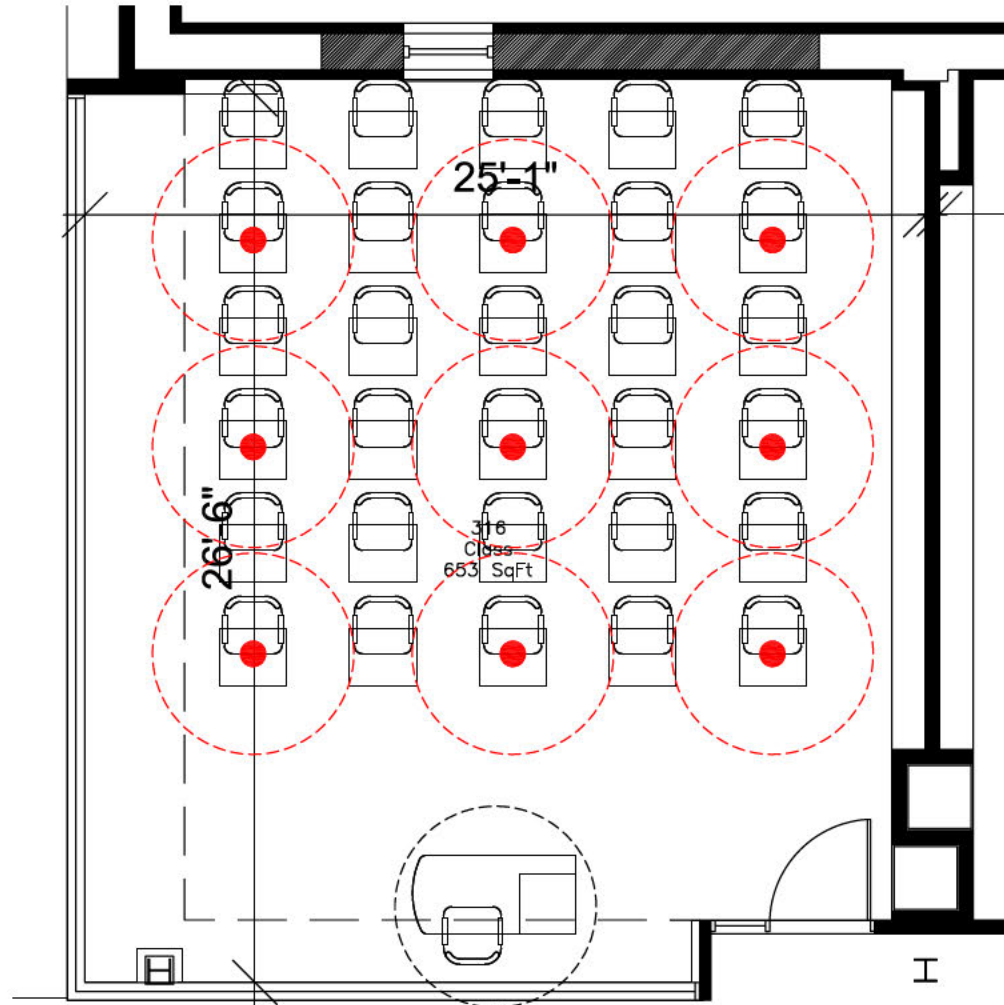
Central King Building - Room 315 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 9 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 18 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (30)



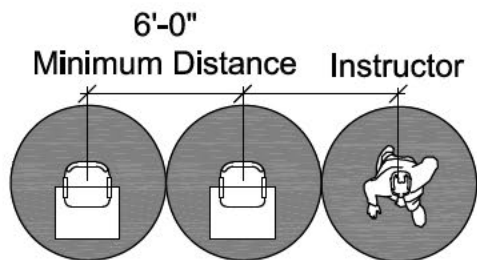
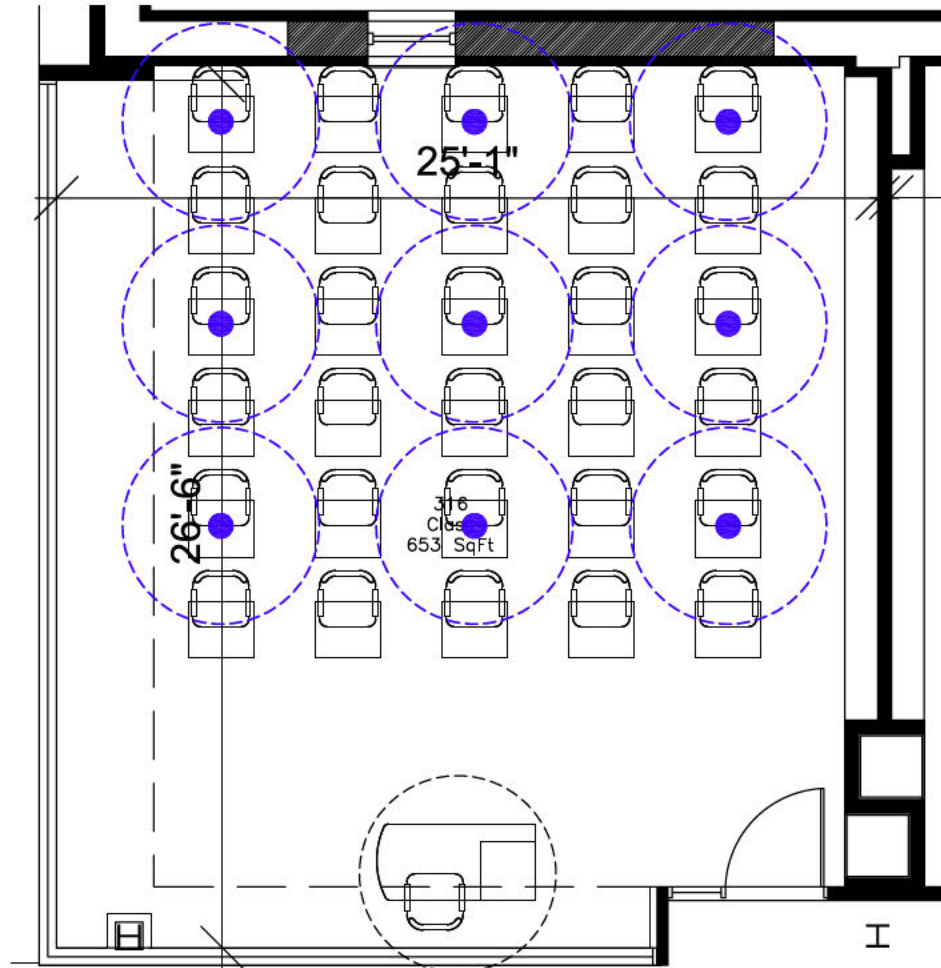
1 Central King Building - Room 316 - Class 1
 SCALE: N.T.S



Proposed Modified
 Desk Count per Class
 Class 1 - 9 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 18 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (30)



2 Central King Building - Room 316 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

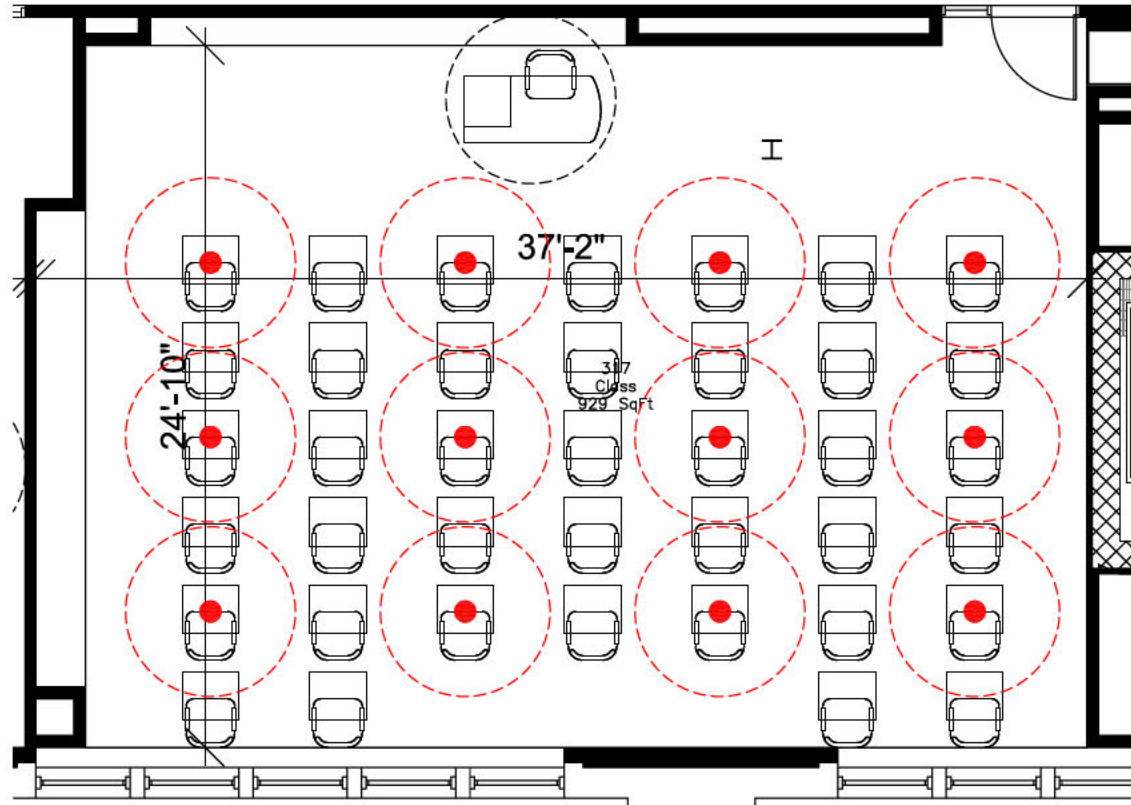
Class 1 - 12 Chairs ■

Class 2 - 10 Chairs ■

Total - 22 Safe Chairs

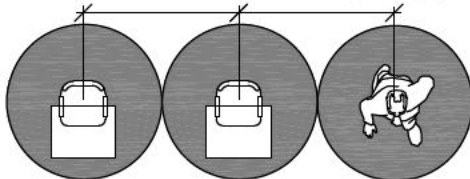
Social Distance Space Requirements

Existing Room Desk Count (39)



6'-0"

Minimum Distance Instructor



1

Central King Building - Room 317 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

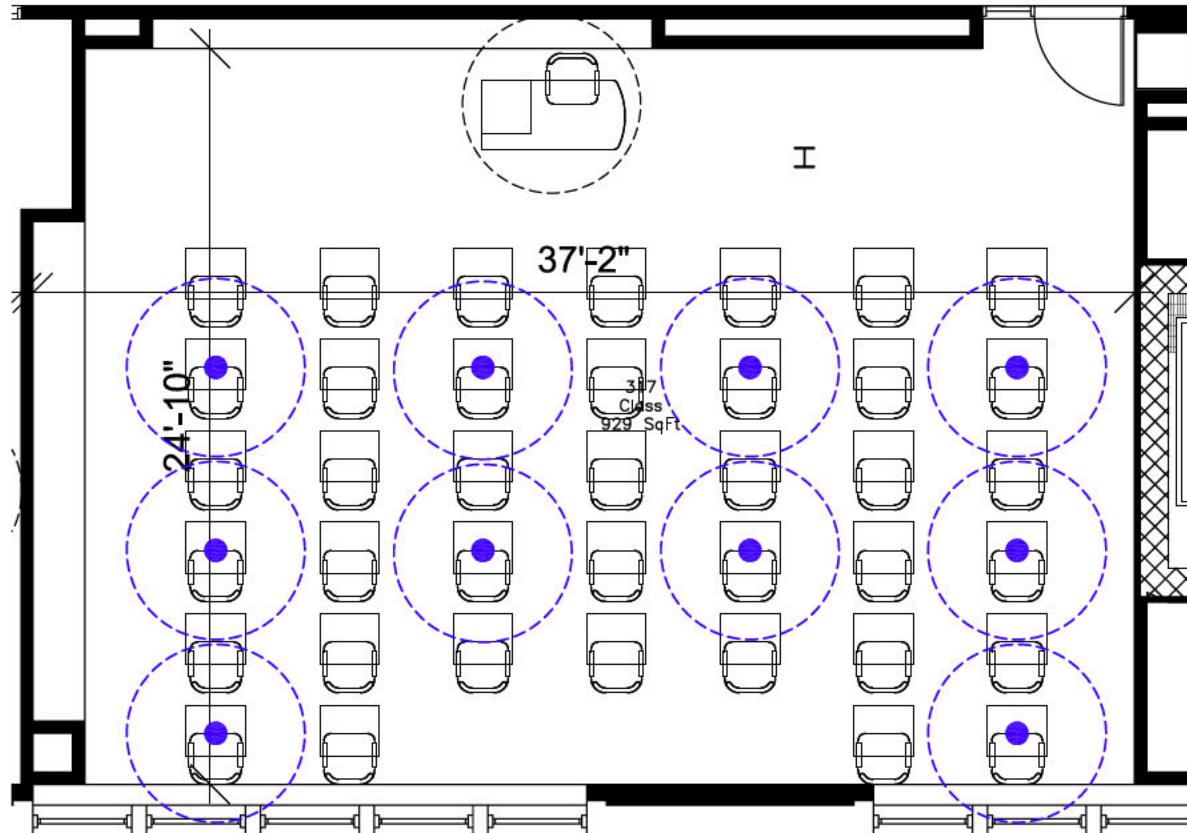
Class 1 - 12 Chairs ■

Class 2 - 10 Chairs ■

Total - 22 Safe Chairs

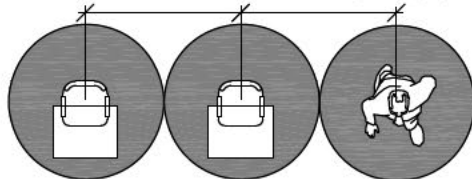
Social Distance Space Requirements

Existing Room Desk Count (39)



6'-0"

Minimum Distance Instructor



2

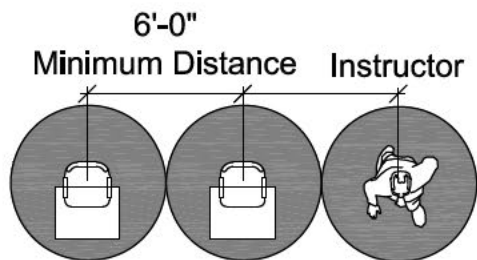
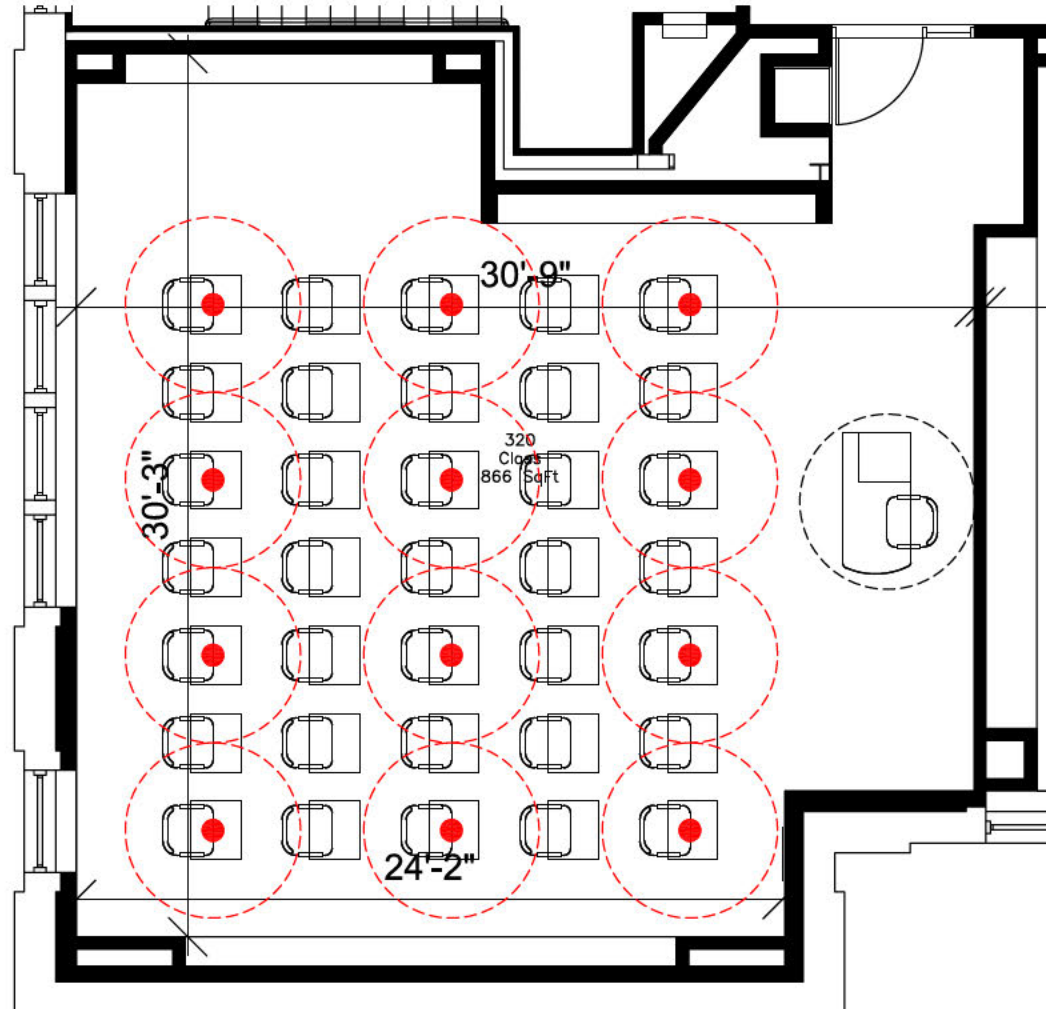
Central King Building - Room 317 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 21 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (35)

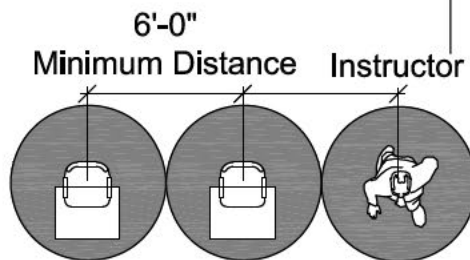
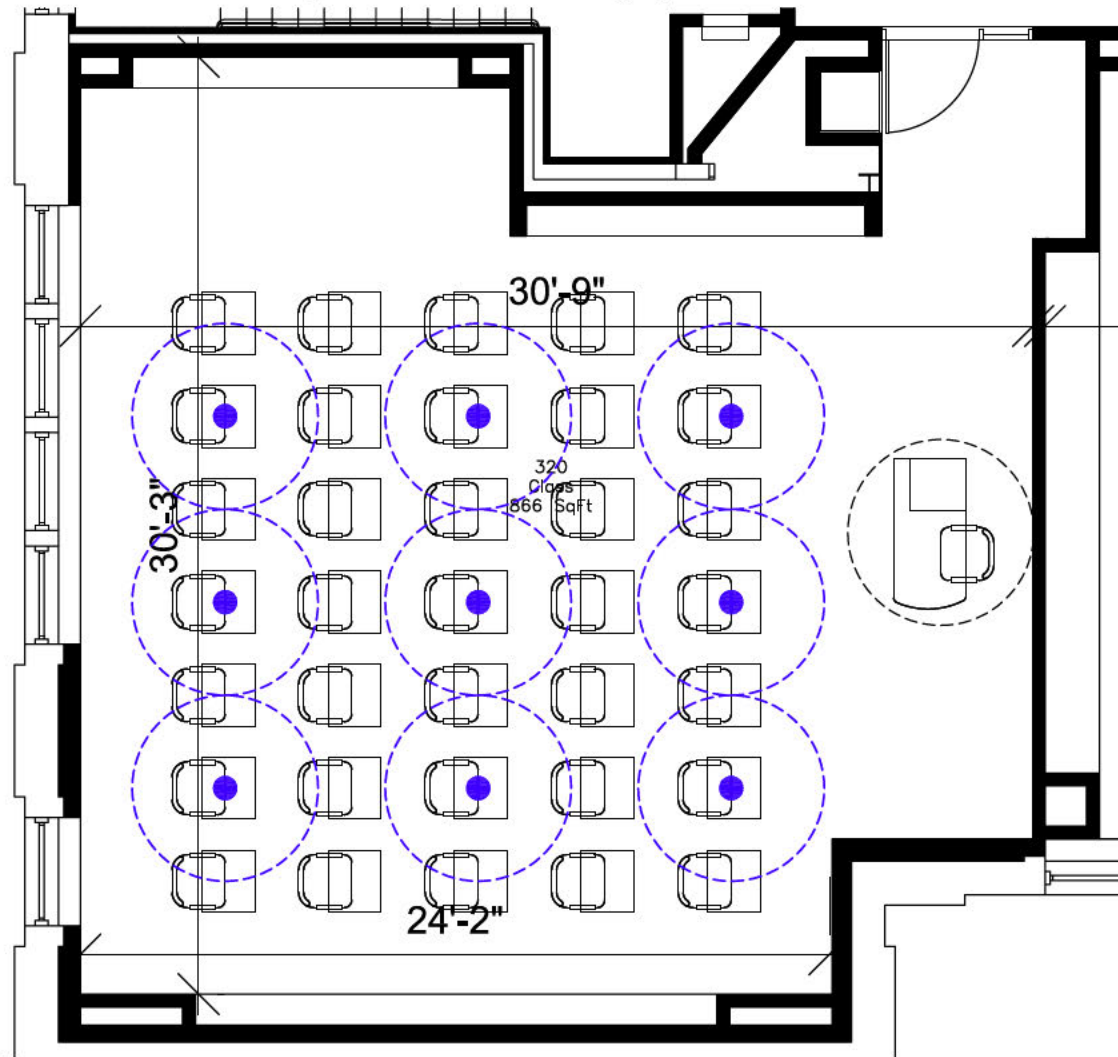


1 Central King Building - Room 320 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 21 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (35)



2

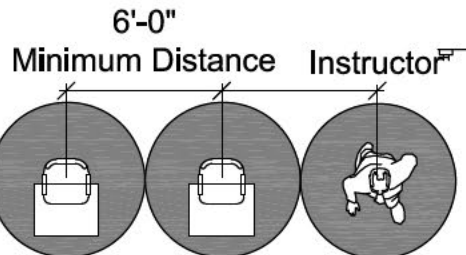
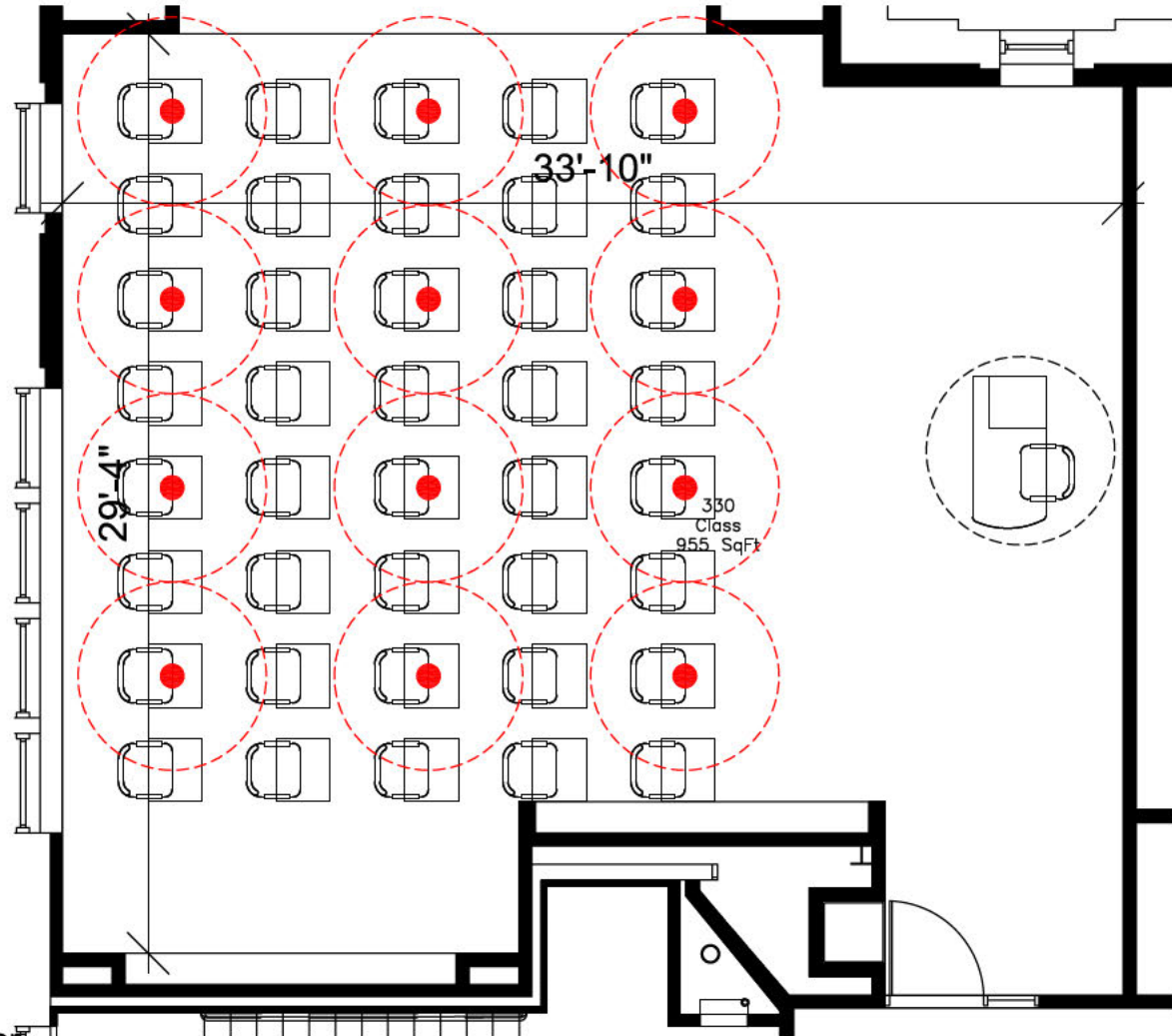
Central King Building - Room 320 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)



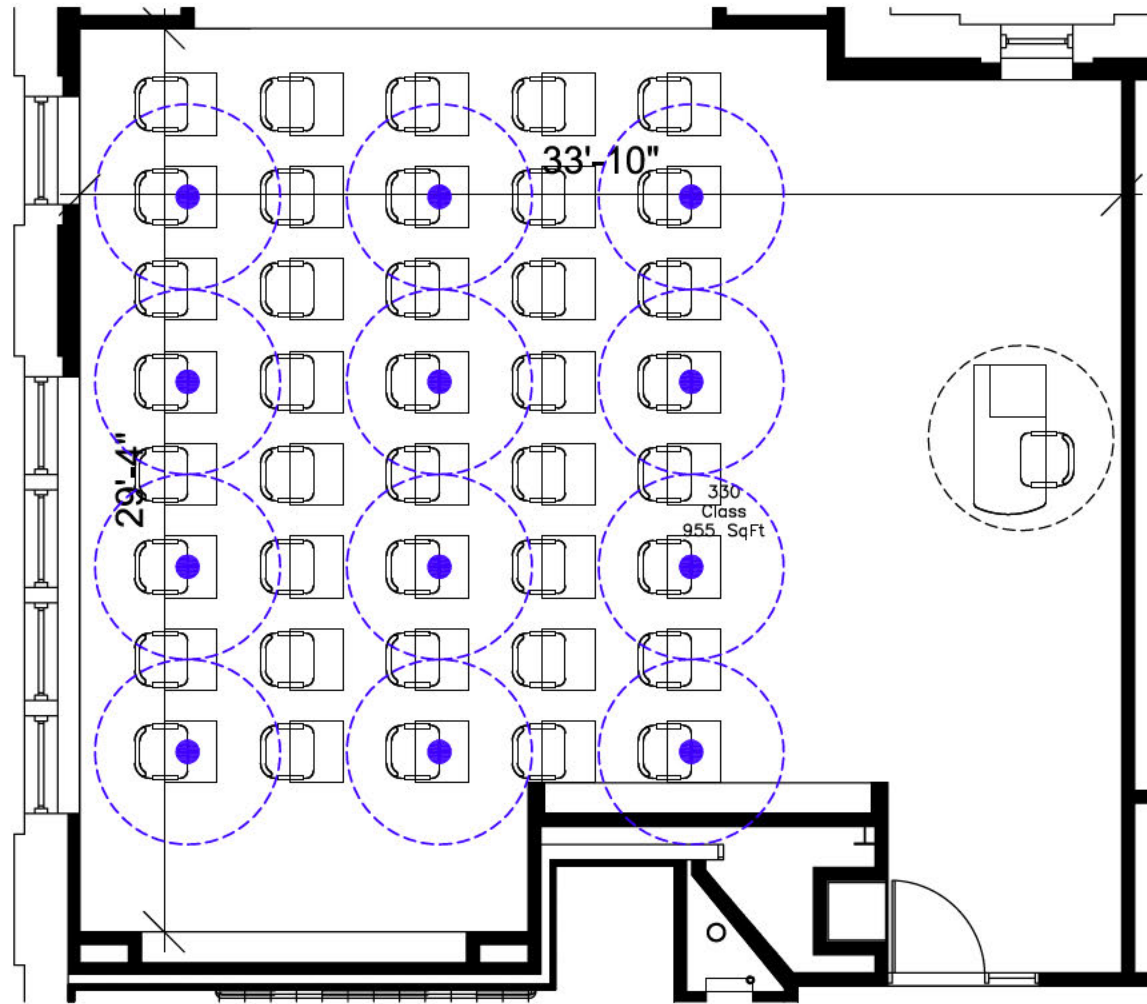
1 Central King Building - Room 330 - Class 1
 SCALE: N.T.S



Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

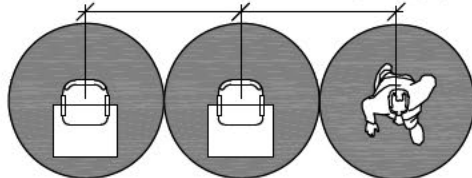
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 330 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

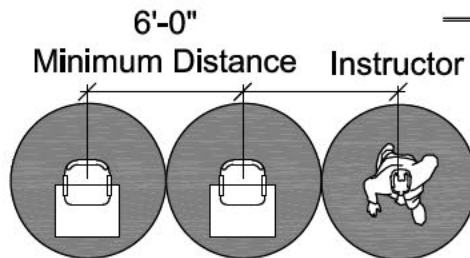
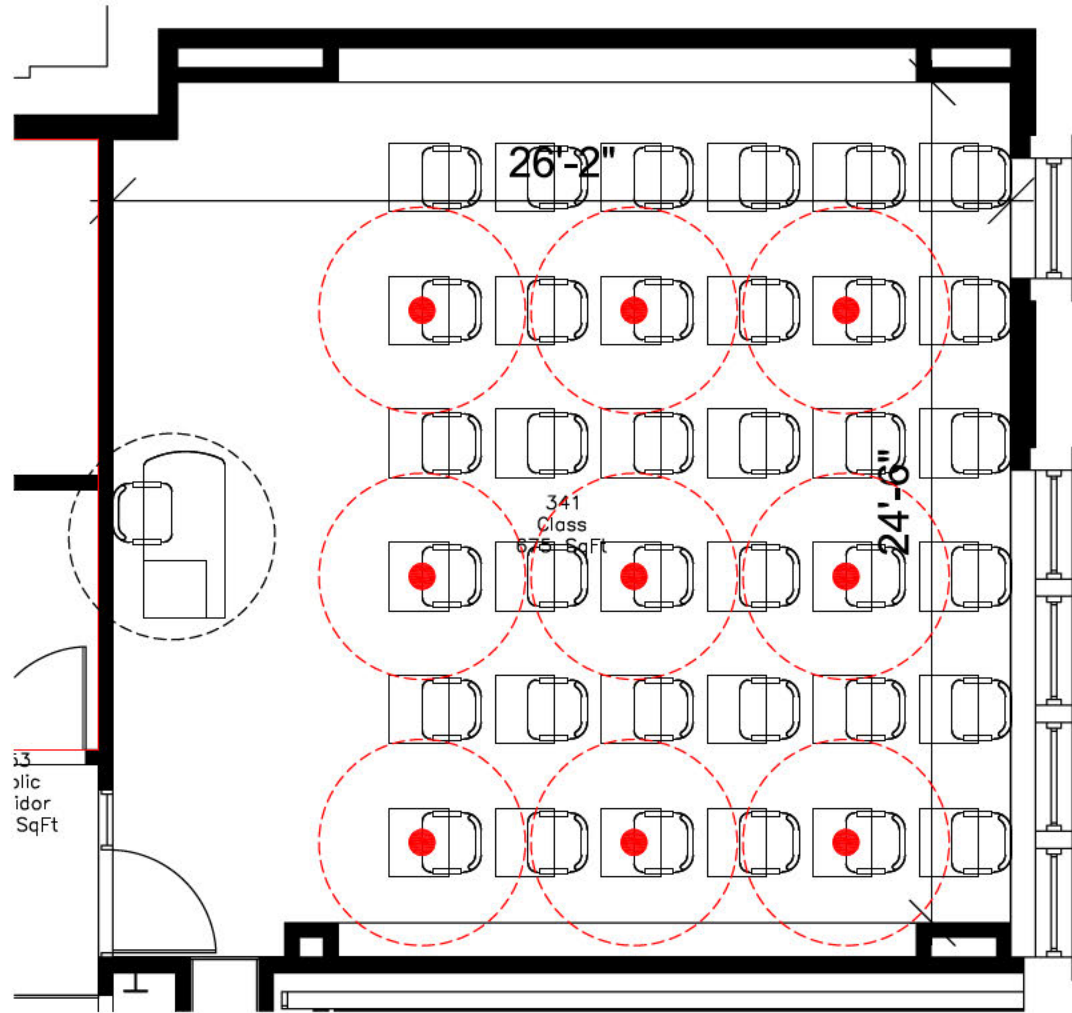
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1 Central King Building - Room 341 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

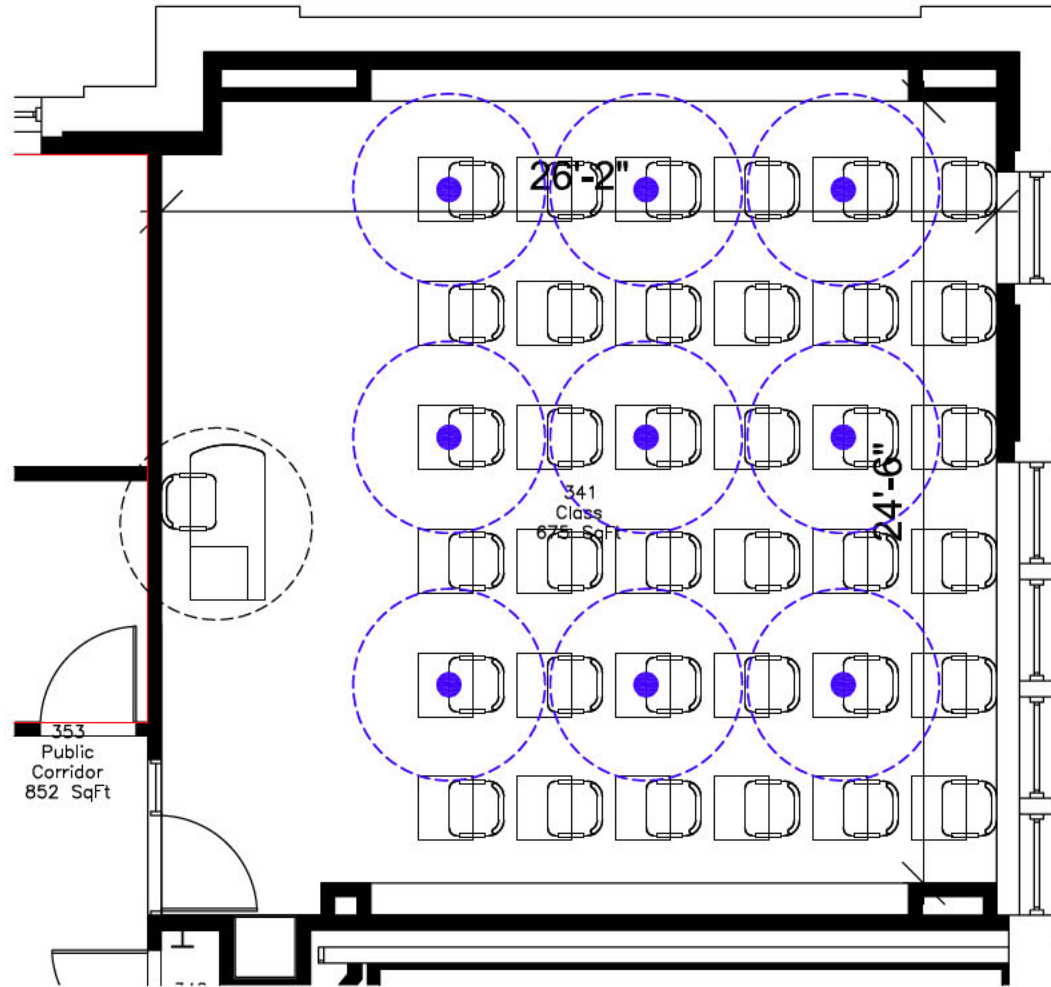
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

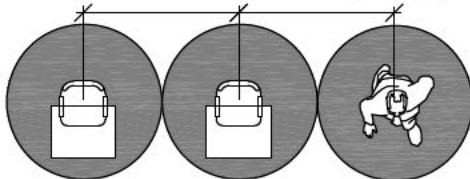
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Central King Building - Room 341 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

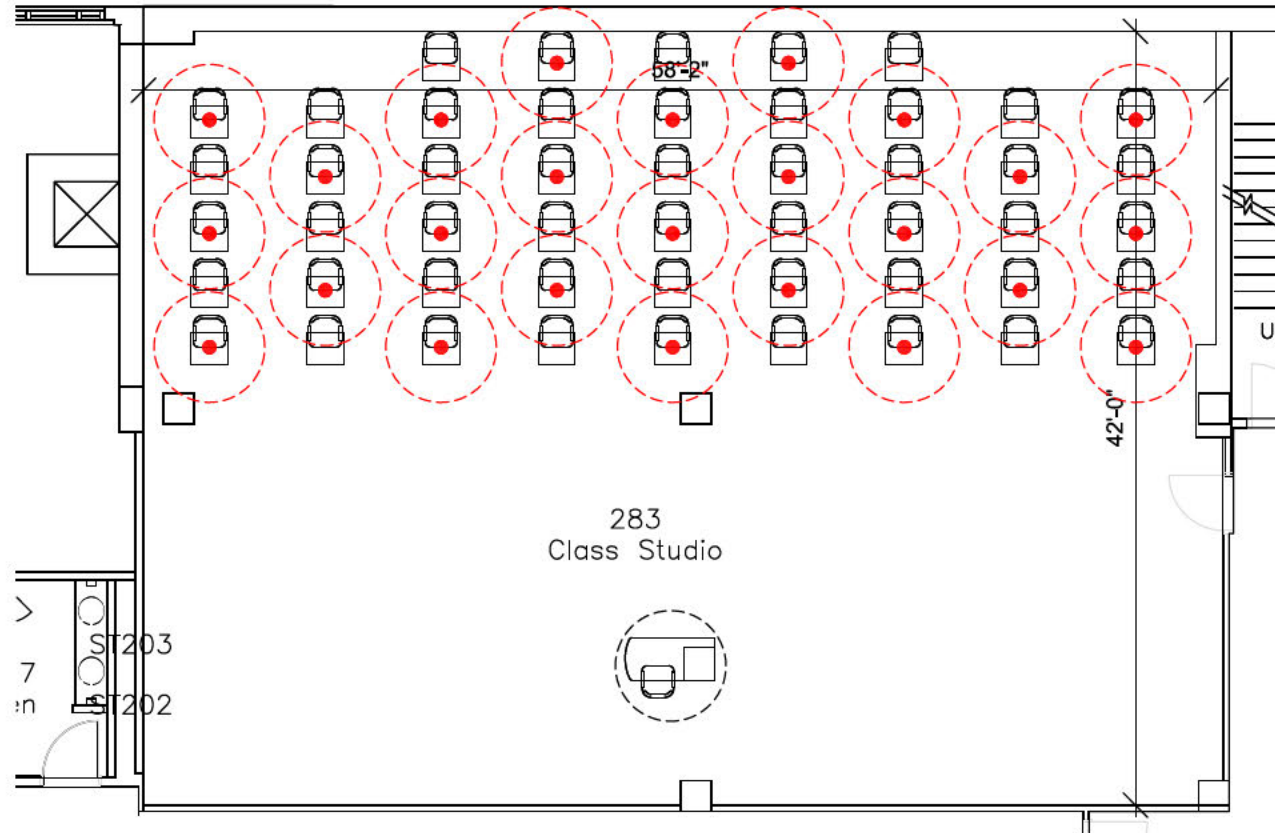
Class 1 - 25 Chairs ■

Class 2 - 25 Chairs ■

Total - 50 Safe Chairs

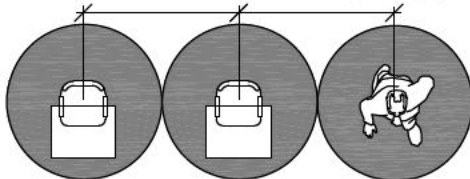
Social Distance Space Requirements

Existing Room Desk Count (50)



6'-0"

Minimum Distance Instructor



1

Colton Hall Building - Room 283 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

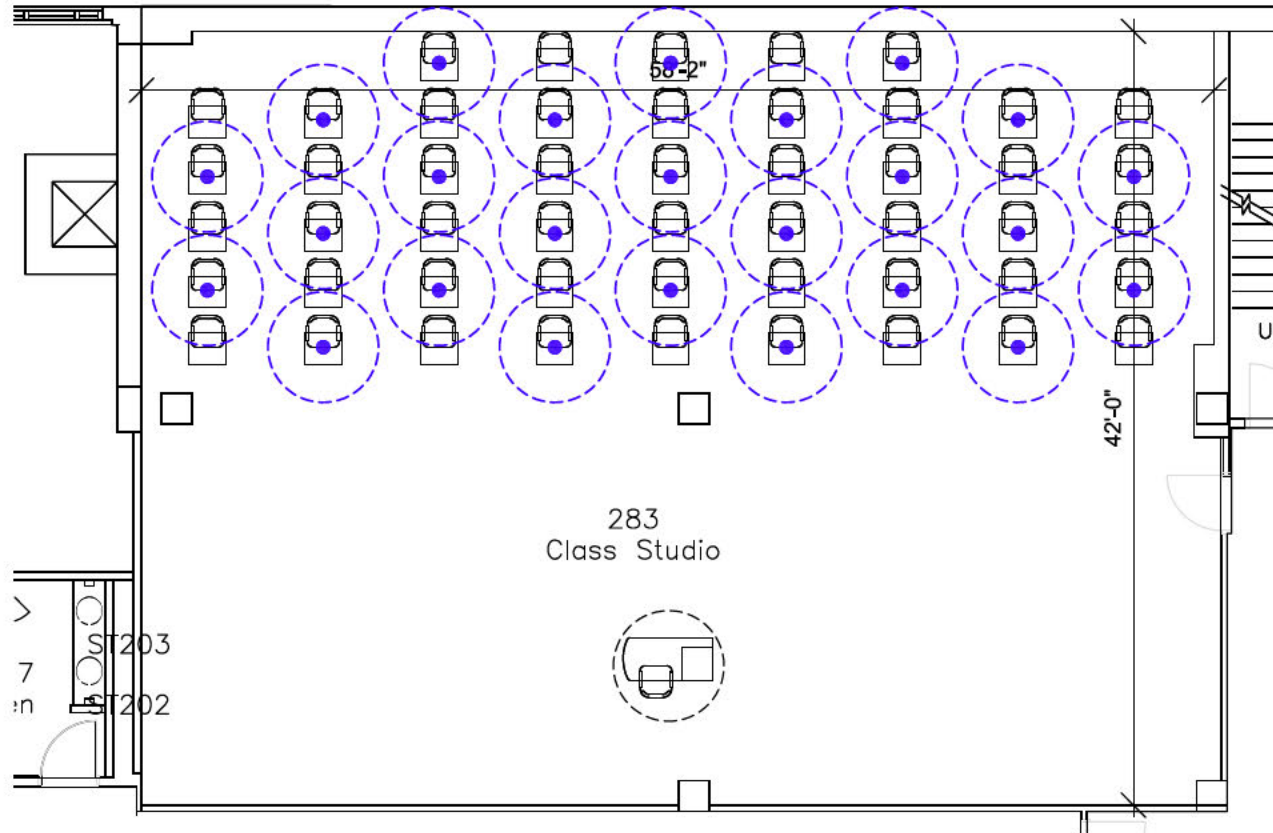
Class 1 - 25 Chairs ■

Class 2 - 25 Chairs ■

Total - 50 Safe Chairs

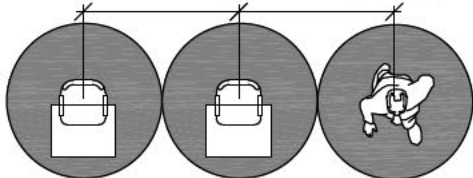
Social Distance Space Requirements

Existing Room Desk Count (50)



6'-0"

Minimum Distance Instructor



2

Colton Hall Building - Room 283 - Class 2

SCALE: N.T.S

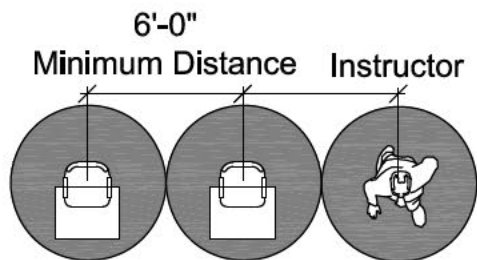
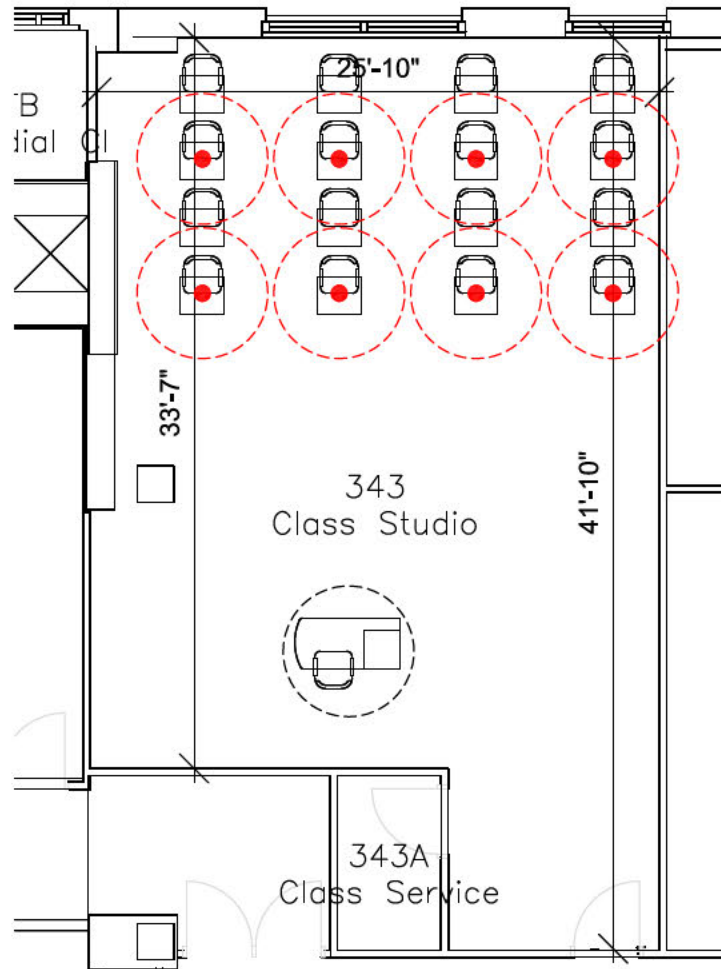
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (16)



1 Colton Hall Building - Room 343 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

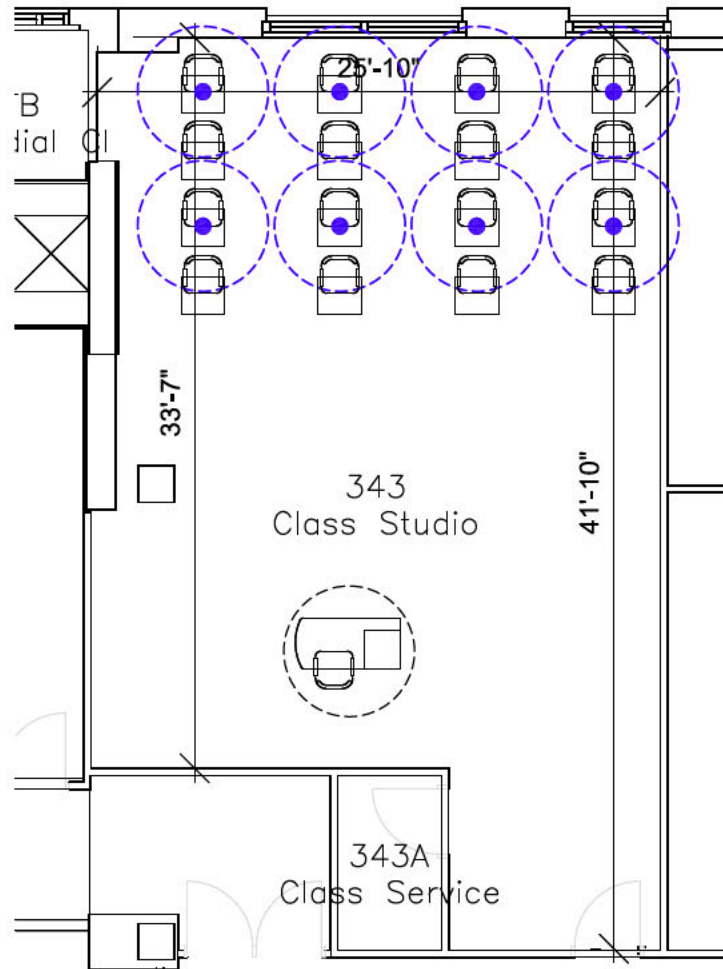
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

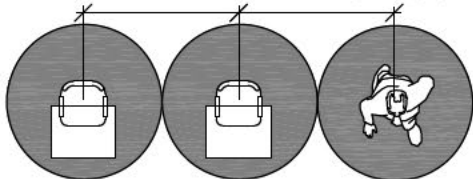
Total - 16 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (16)



6'-0"
Minimum Distance Instructor



2 Colton Hall Building - Room 343 - Class 2
SCALE: N.T.S

Proposed Modified
Desk Count per Class

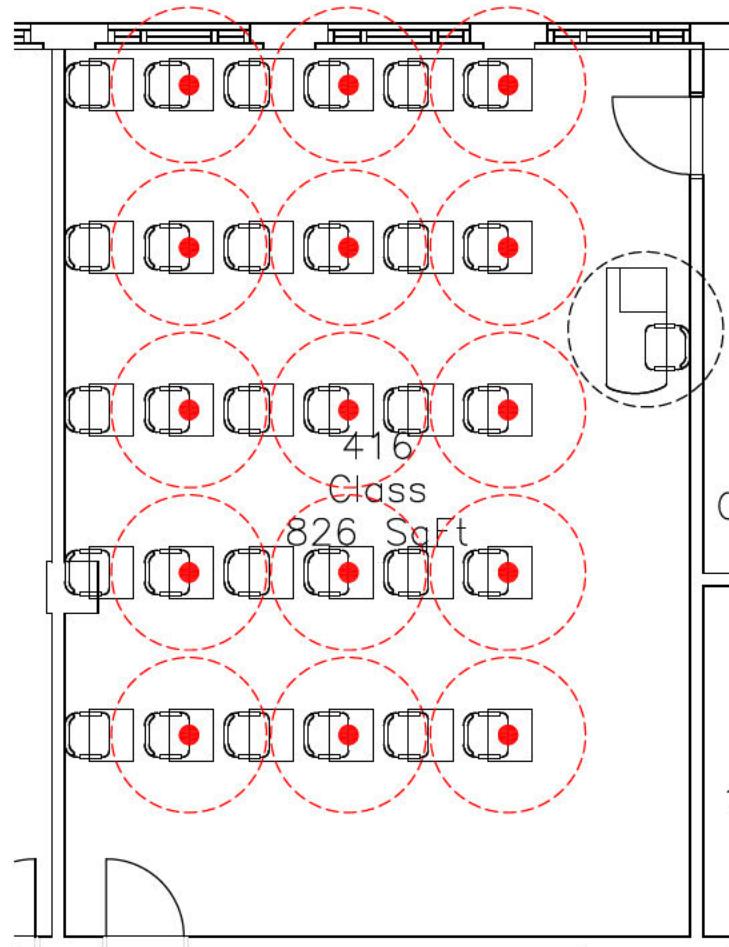
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

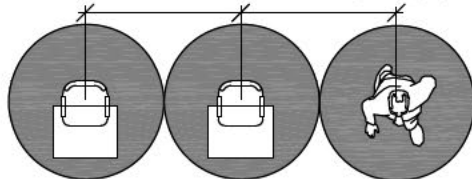
Social Distance Space Requirements

Existing Room Desk Count (30)



6'-0"

Minimum Distance Instructor



1

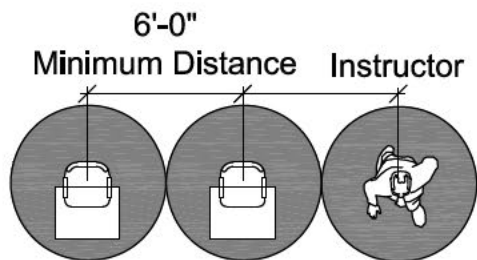
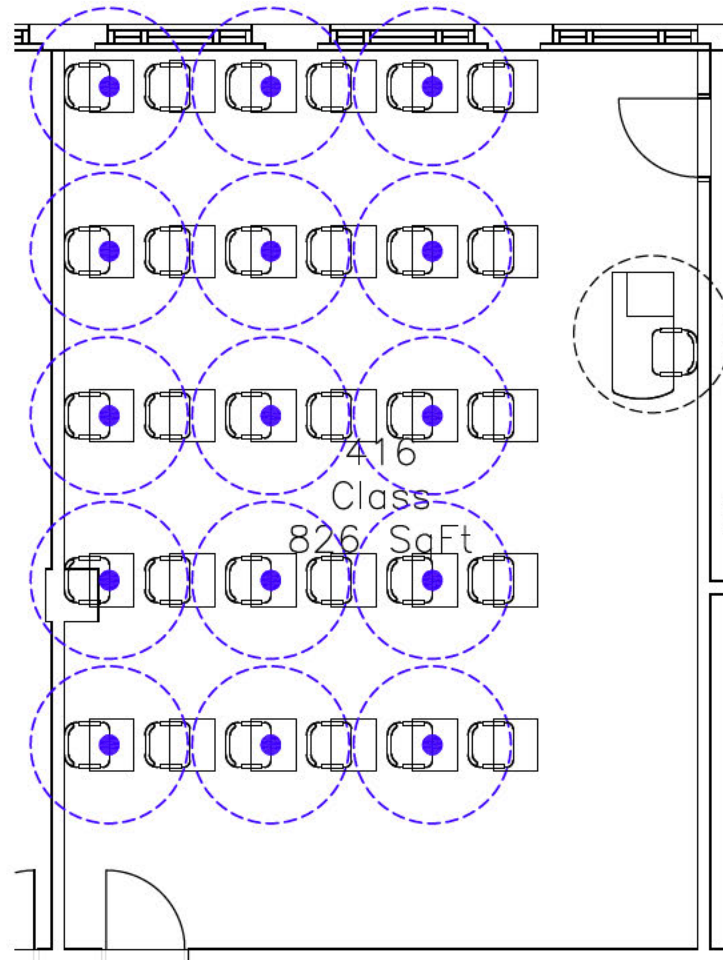
Colton Hall Building - Room 416 - Class 1

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 15 Chairs ■
 Class 2 - 15 Chairs ■
 Total - 30 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (30)



2 Colton Hall Building - Room 416 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

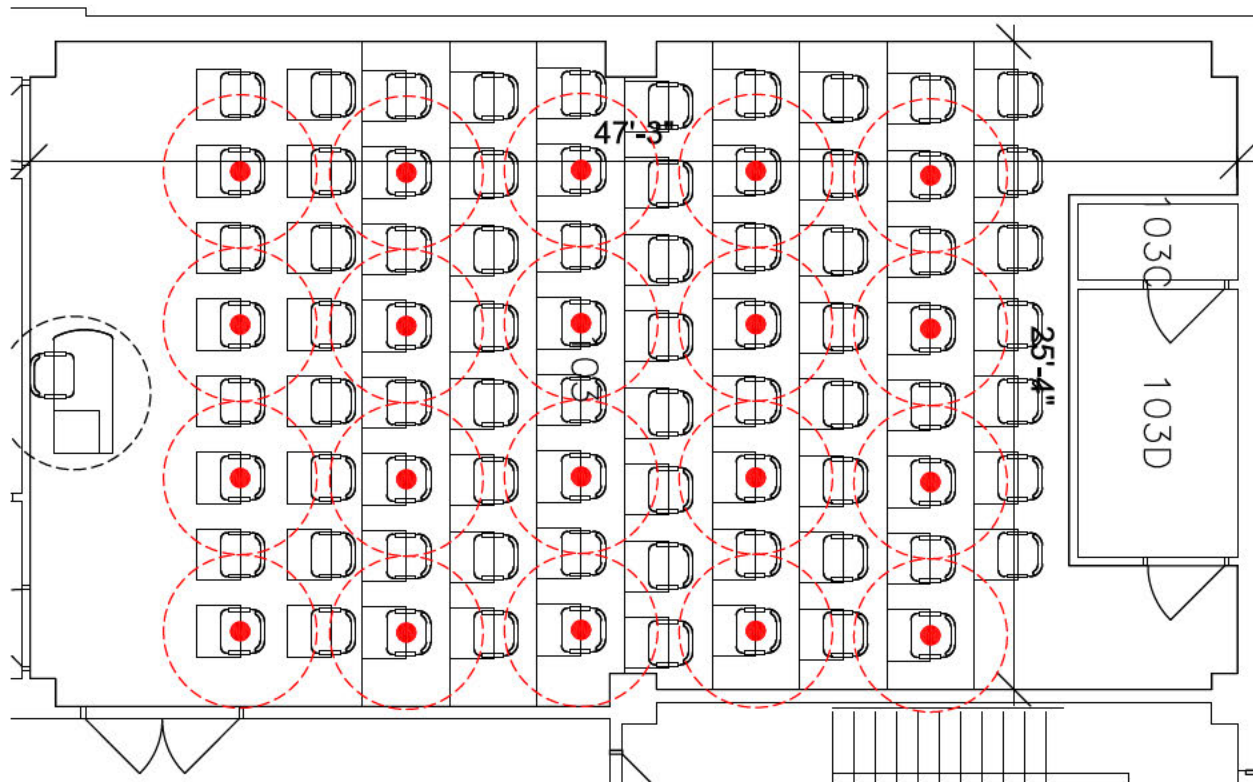
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

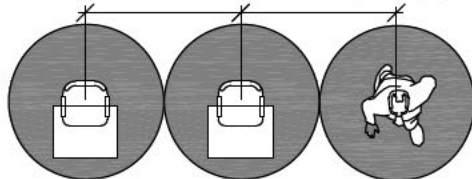
Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 103 - Class 1

SCALE: N.T.S

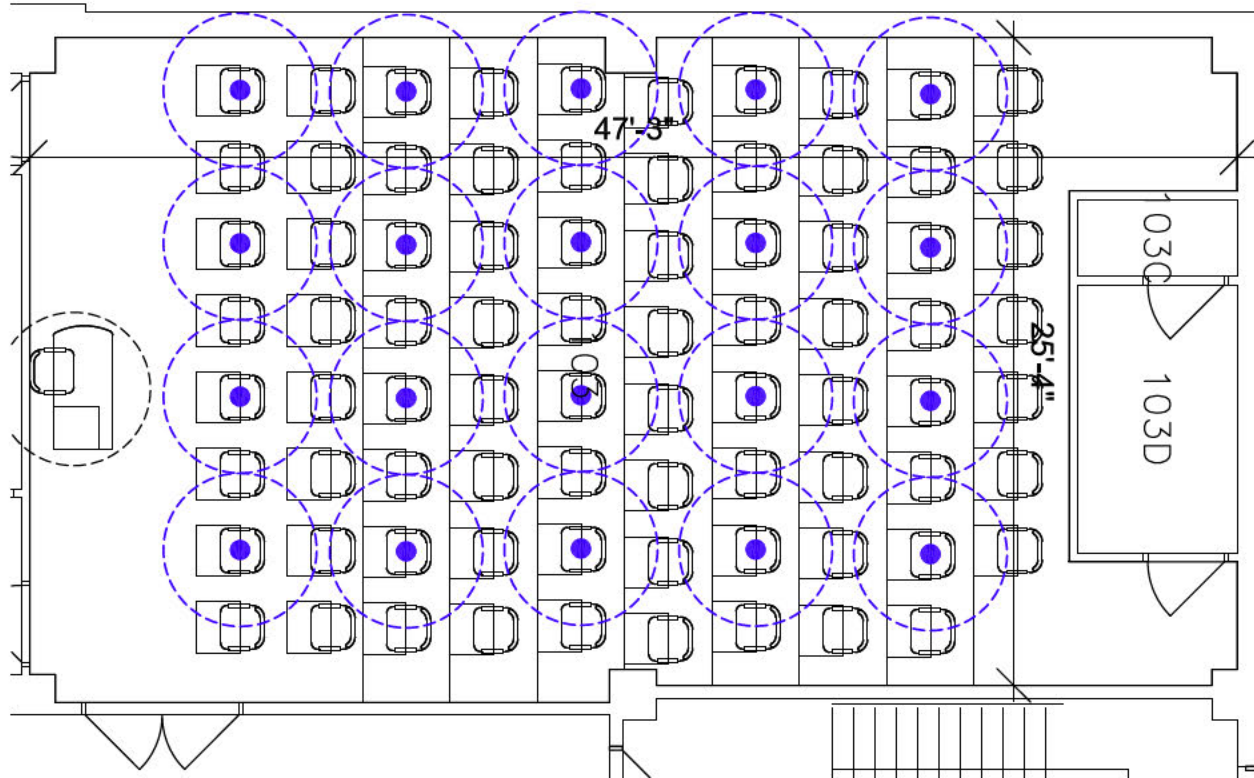
Proposed Modified
Desk Count per Class

Class 1 - 20 Chairs ■
Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

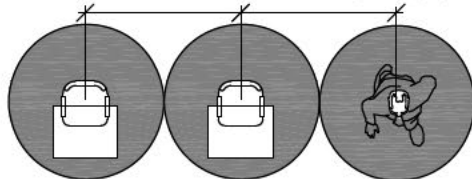
Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor




2

Cullimore Hall Building - Room 103 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

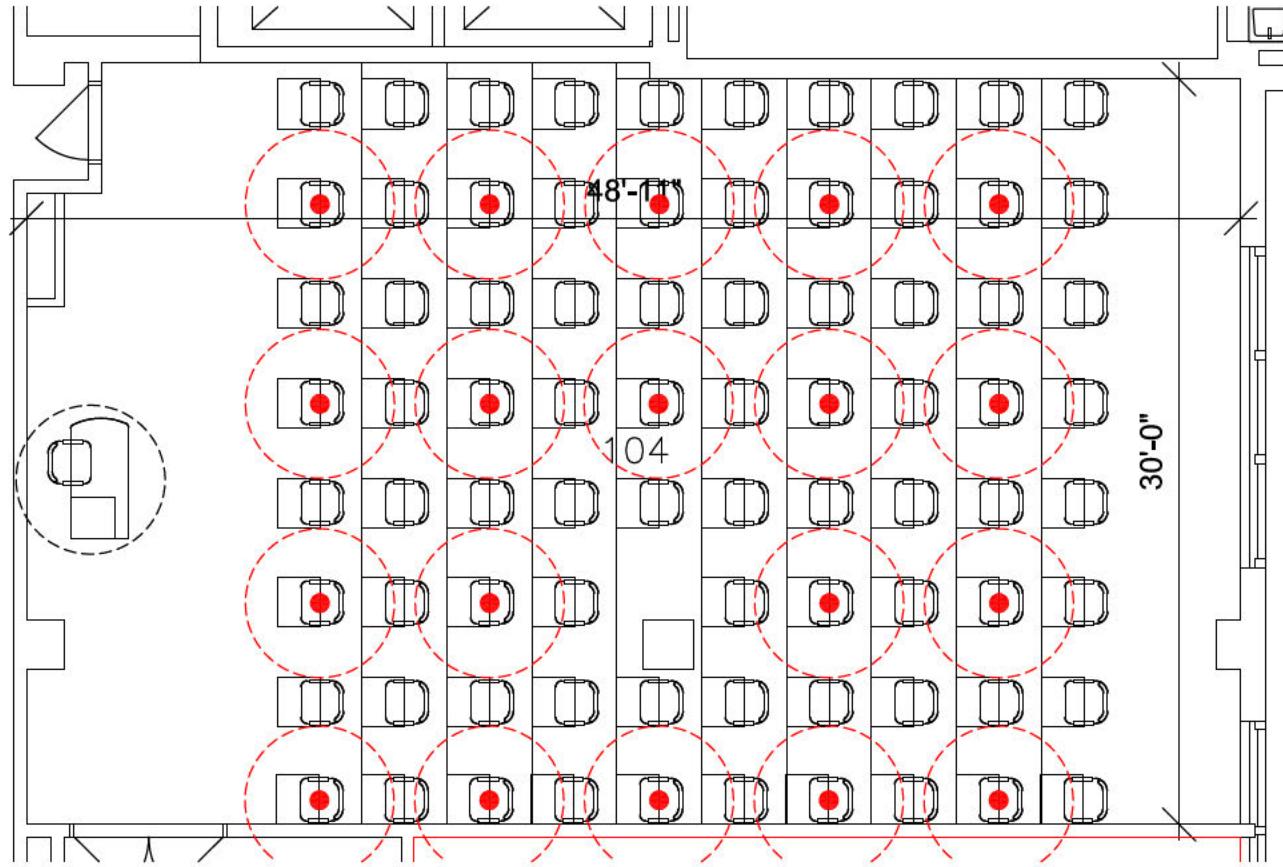
Class 1 - 19 Chairs 

Class 2 - 20 Chairs 

Total - 39 Safe Chairs

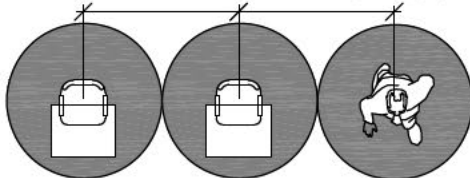
Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 104 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

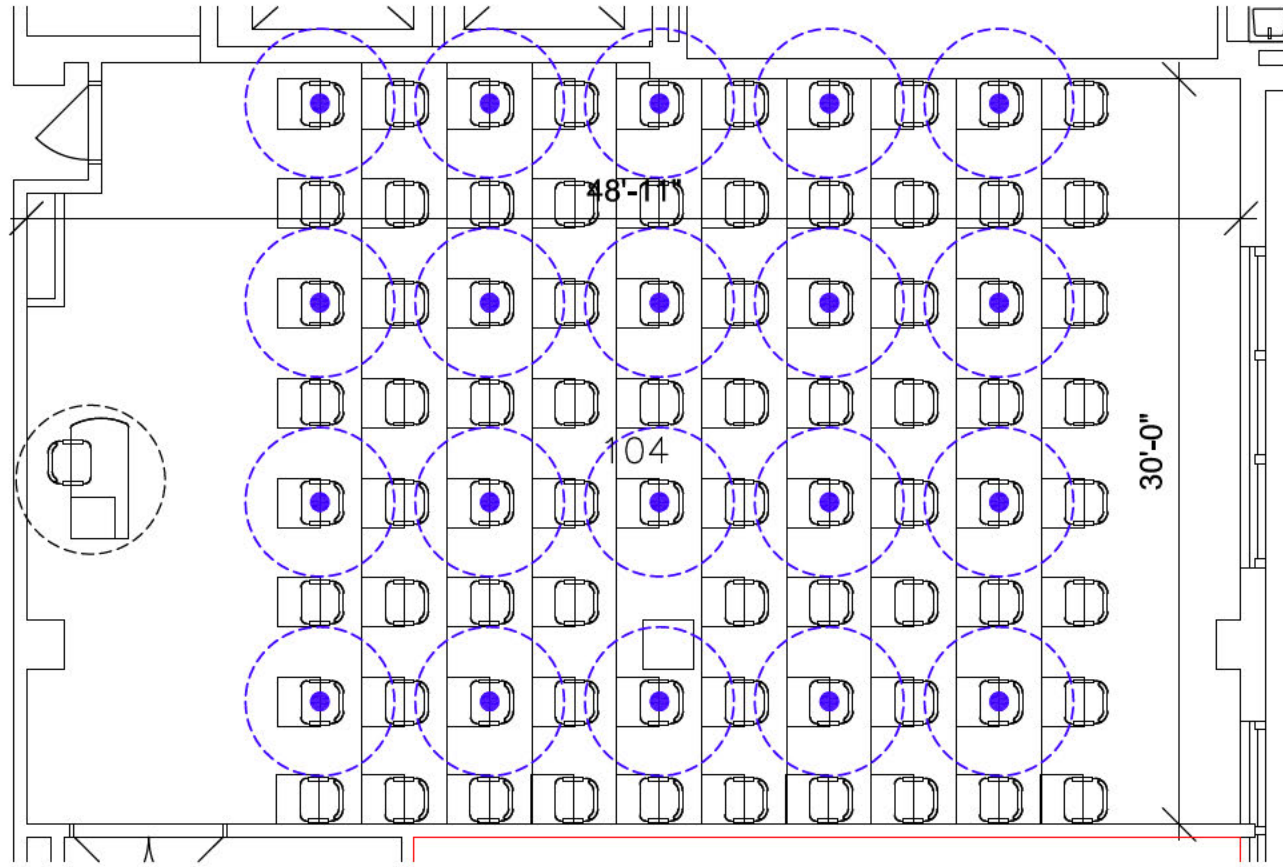
Class 1 - 19 Chairs ■

Class 2 - 20 Chairs ■

Total - 39 Safe Chairs

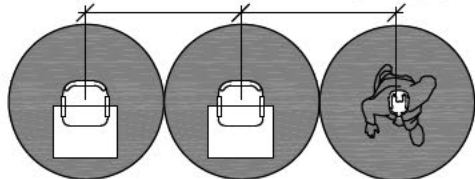
Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



2

Cullimore Hall Building - Room 104 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

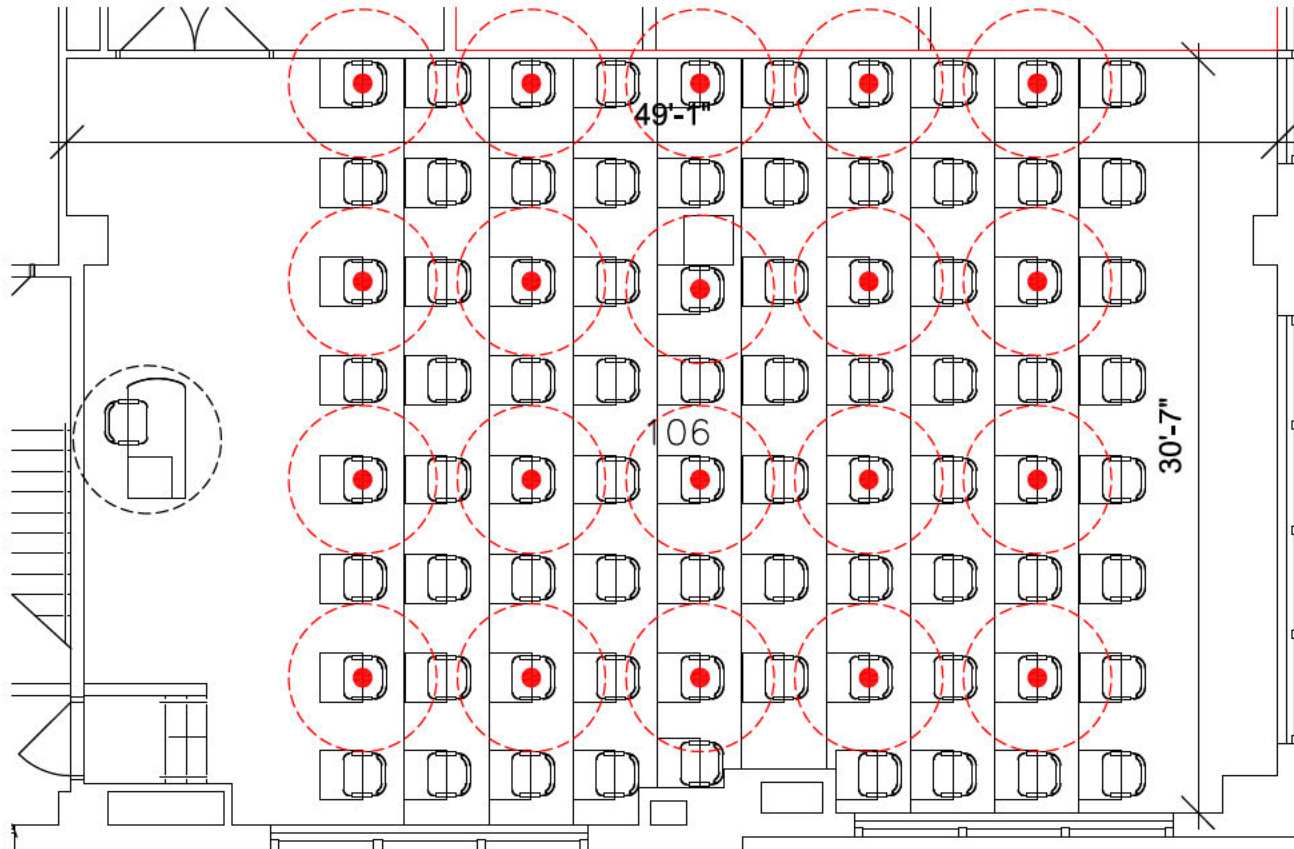
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

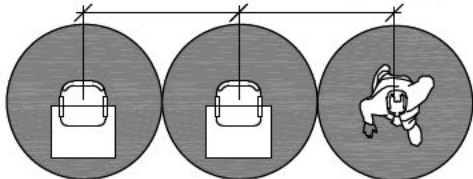
Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 106 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

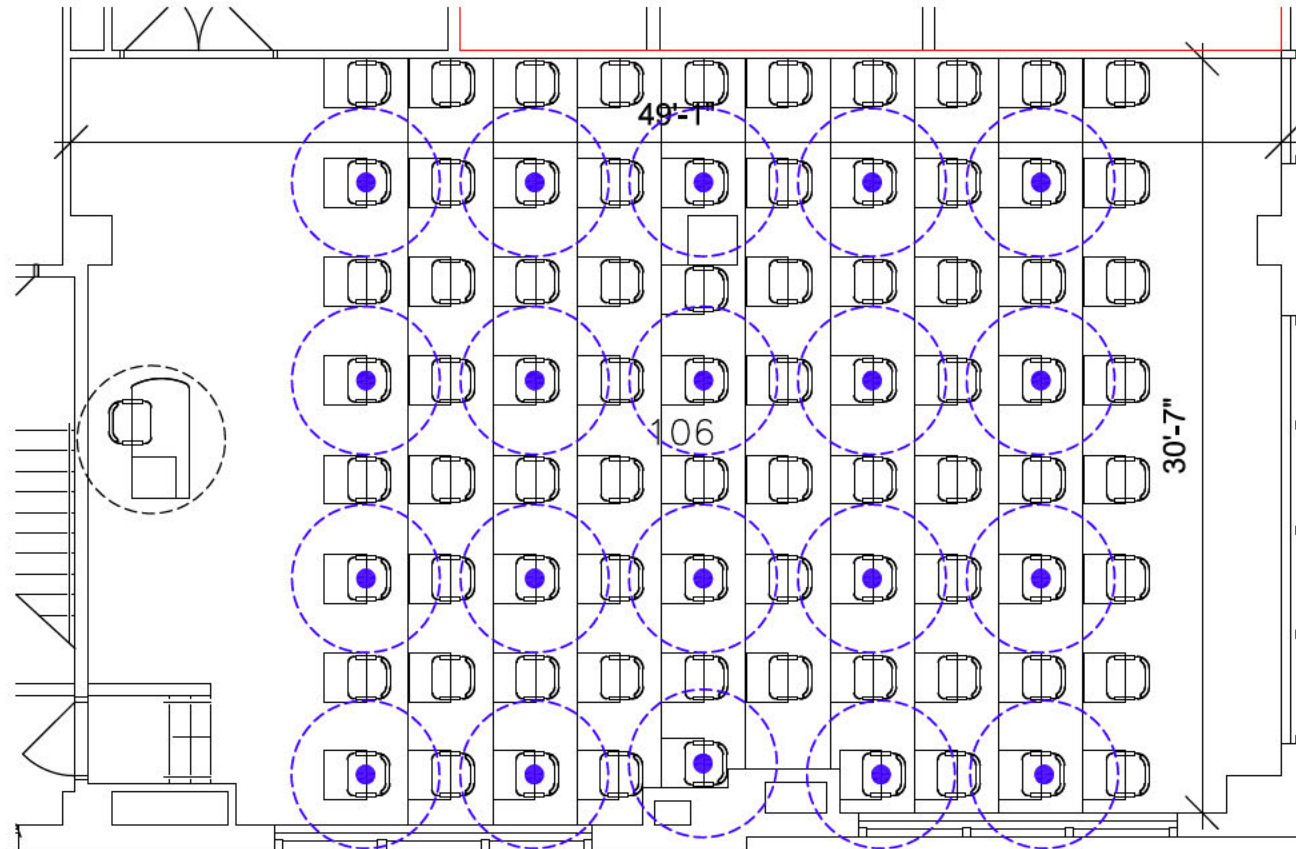
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

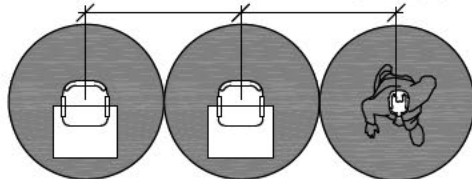
Social Distance Space Requirements

Existing Room Desk Count (79)



6'-0"

Minimum Distance Instructor



2

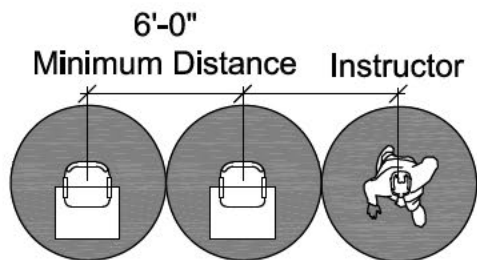
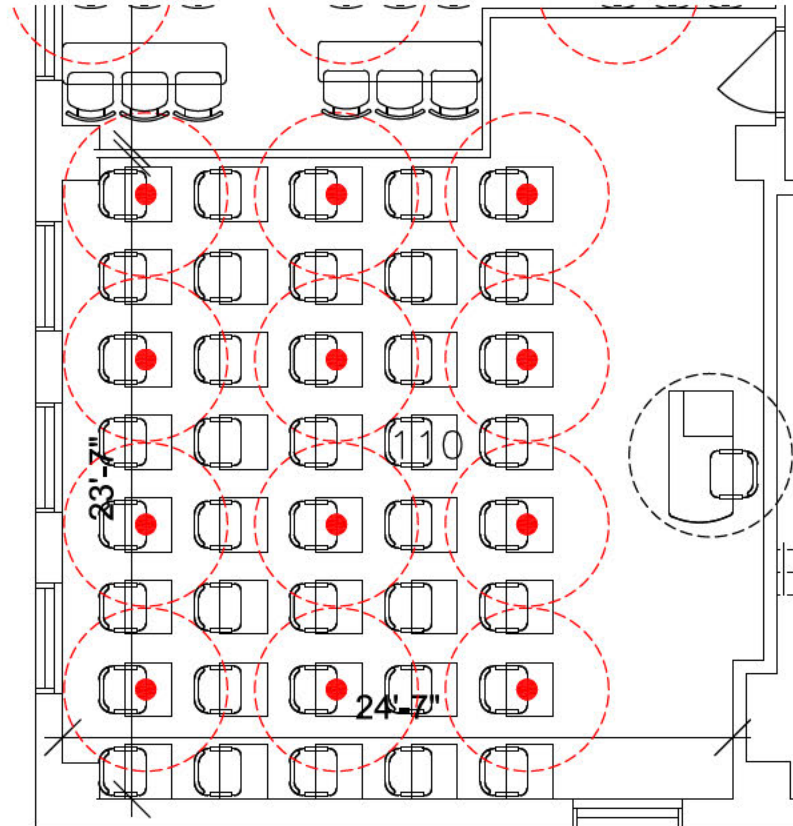
Cullimore Hall Building - Room 106 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)

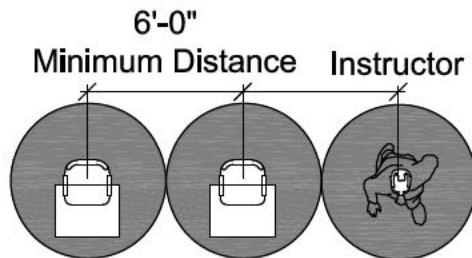
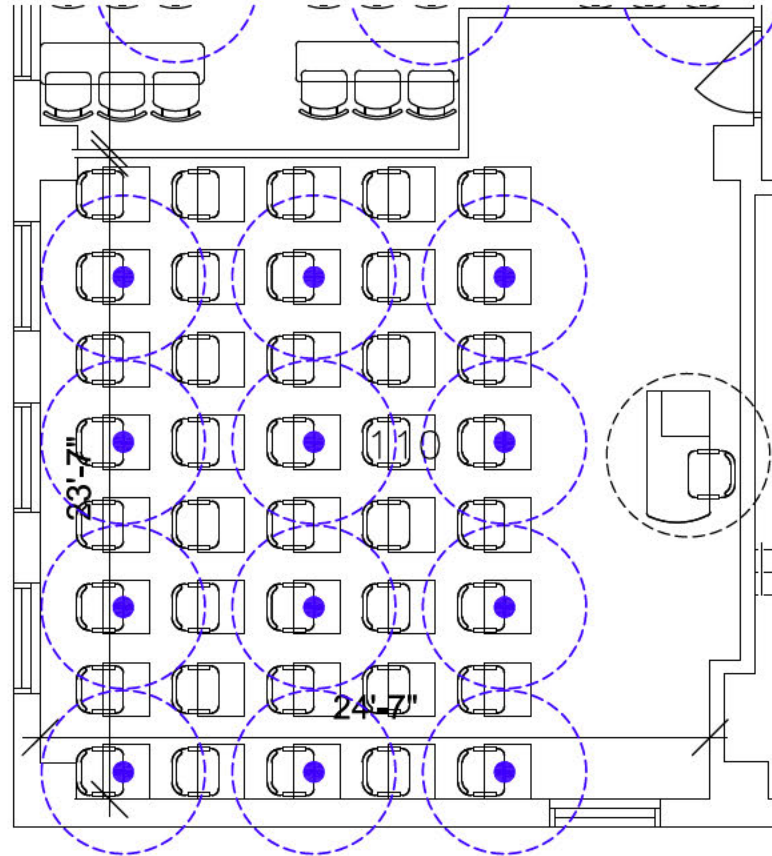


1 Cullimore Hall Building - Room 110 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)



2 Cullimore Hall Building - Room 110 - Class 2
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

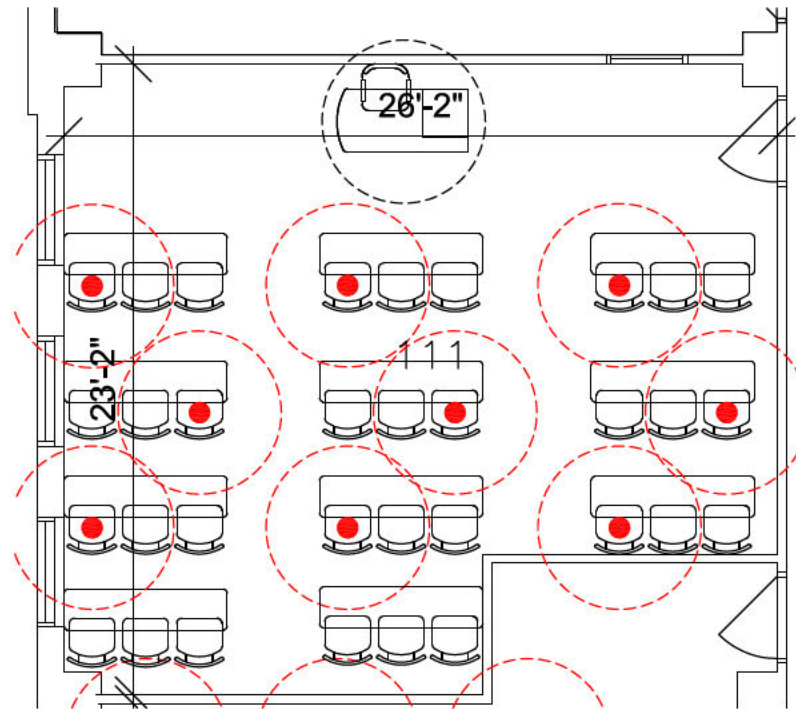
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

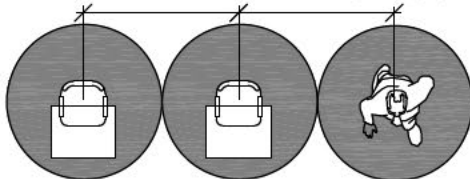
Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



1

Cullimore Hall Building - Room 111 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

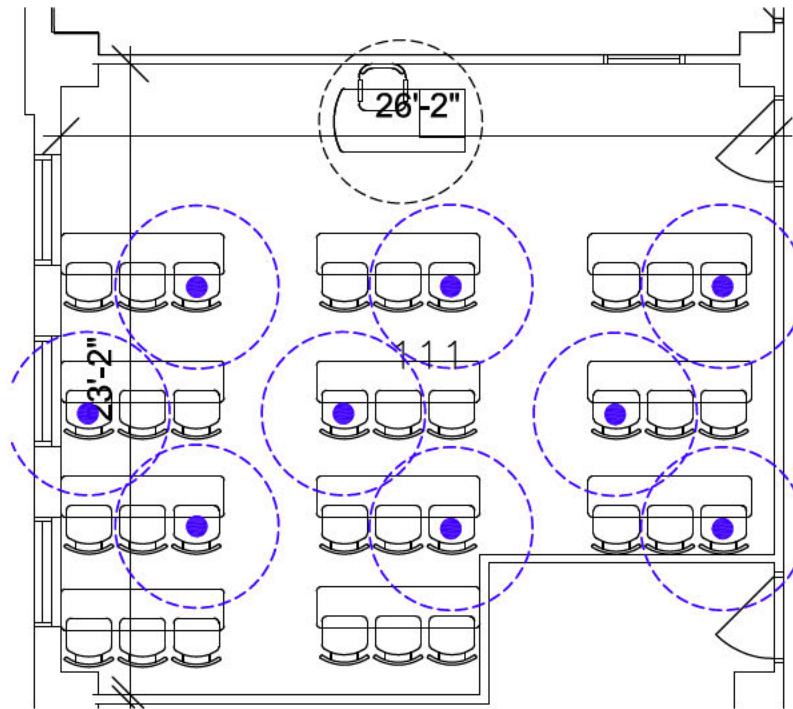
Class 1 - 9 Chairs ■

Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

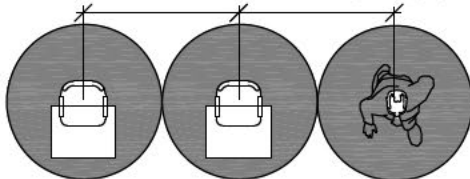
Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



2

Cullimore Hall Building - Room 111 - Class 2

SCALE: N.T.S

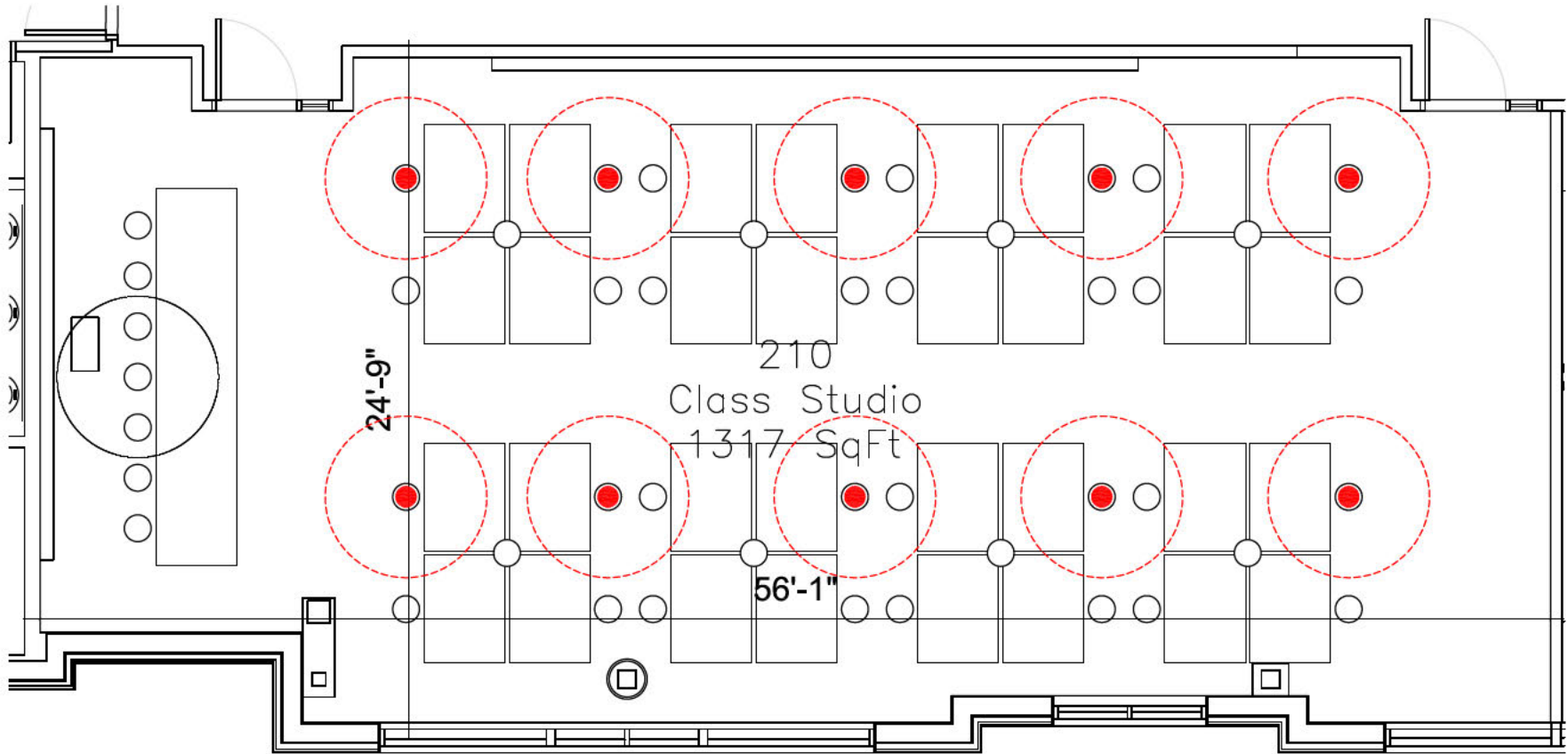
Proposed Modified
Desk Count per Class

Class 1 - 10 Chairs ■
Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

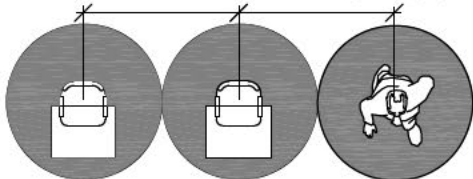
Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



1

Dorman Honors Residence Hall - Room 210 - Class 1

SCALE: N.T.S

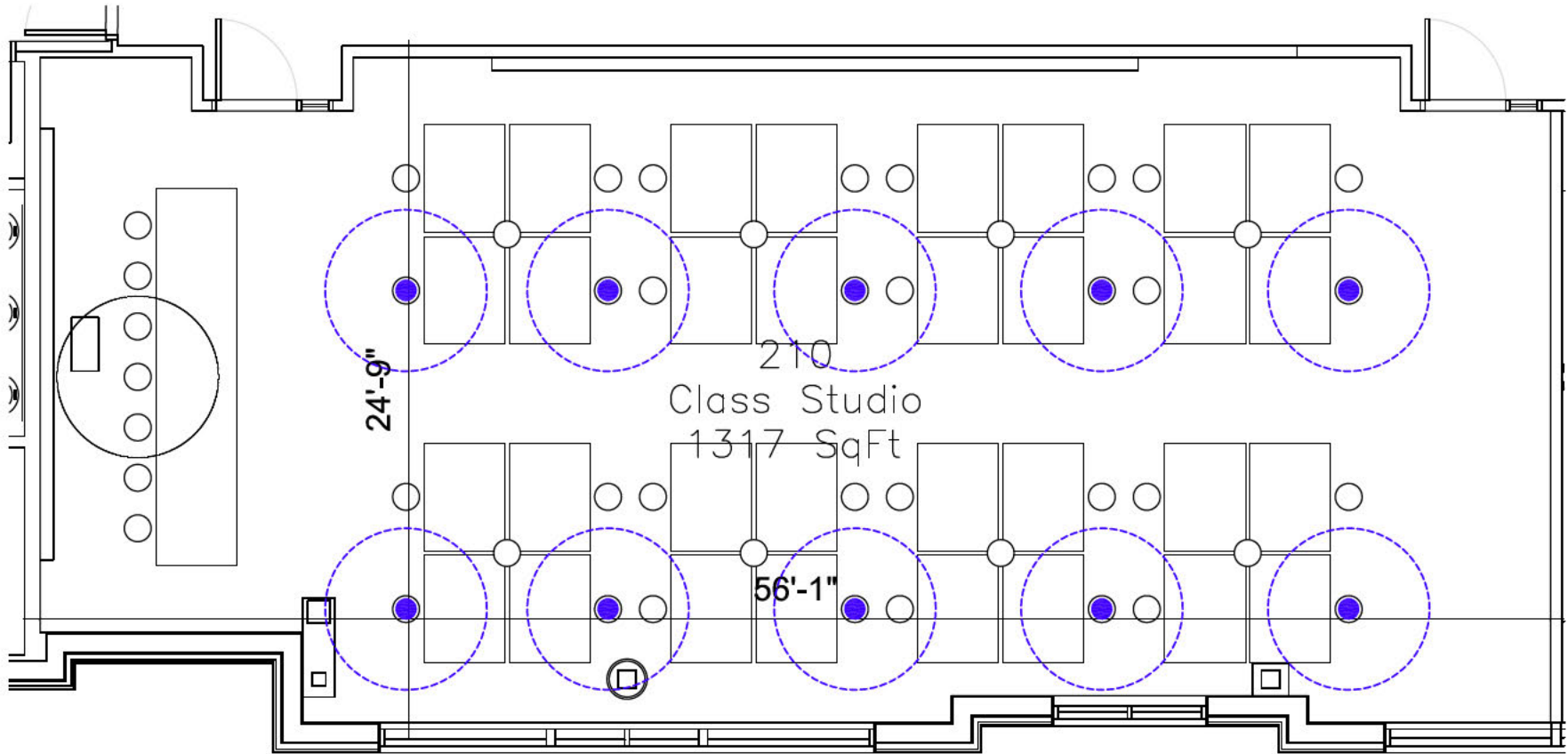
Proposed Modified
Desk Count per Class

Class 1 - 10 Chairs ■
Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

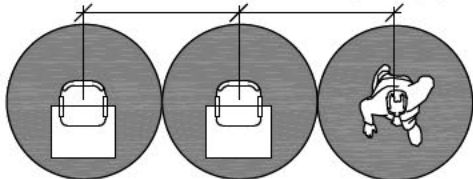
Social Distance Space Requirements

Existing Room Desk Count (35)



6'-0"

Minimum Distance Instructor



2

Dorman Honors Residence Hall - Room 210 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

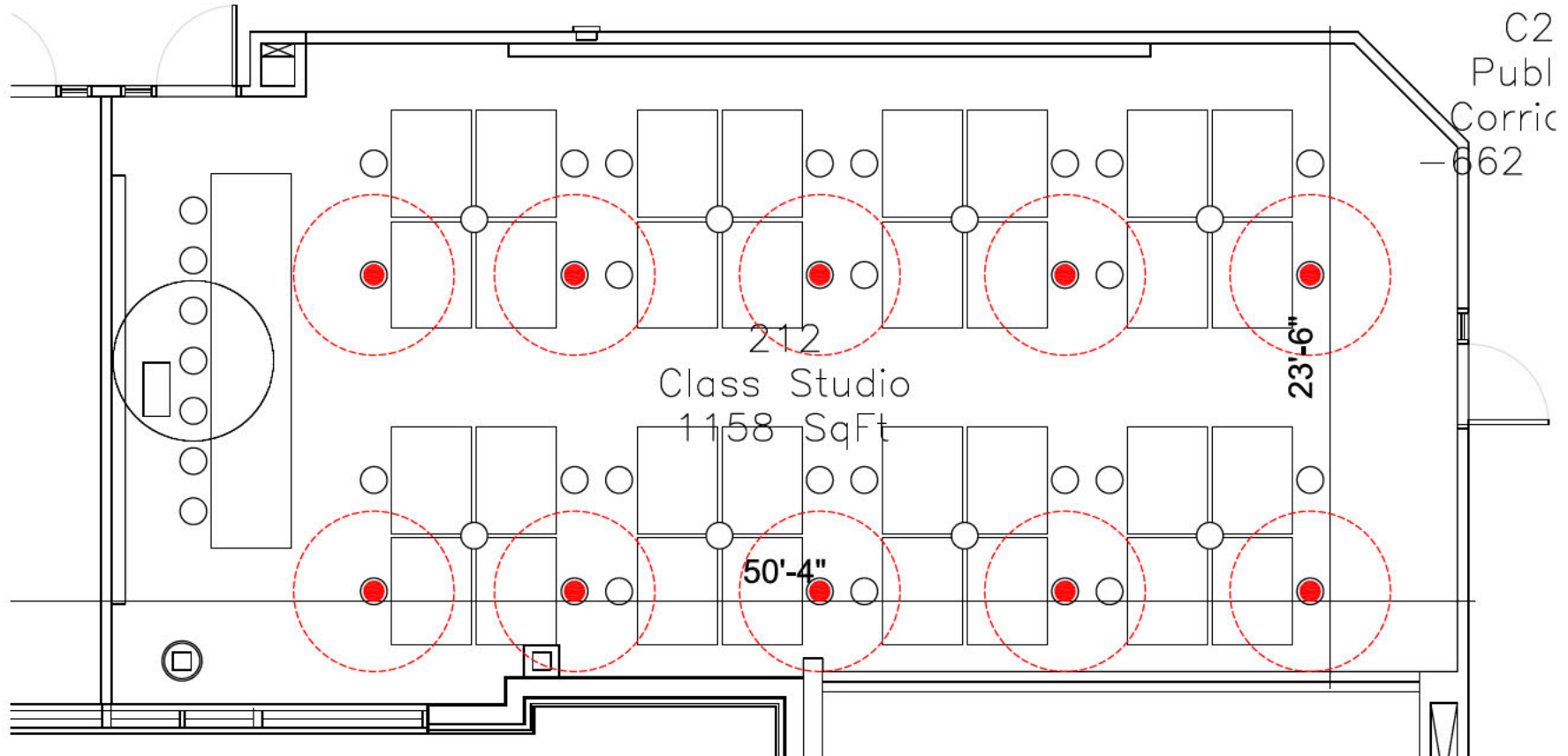
Class 1 - 10 Chairs 

Class 2 - 10 Chairs 

Total - 20 Safe Chairs

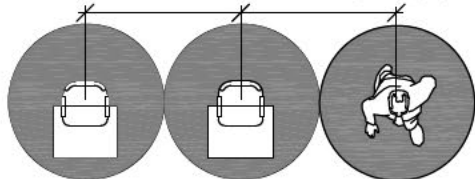
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Dorman Honors Residence Hall - Room 212 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

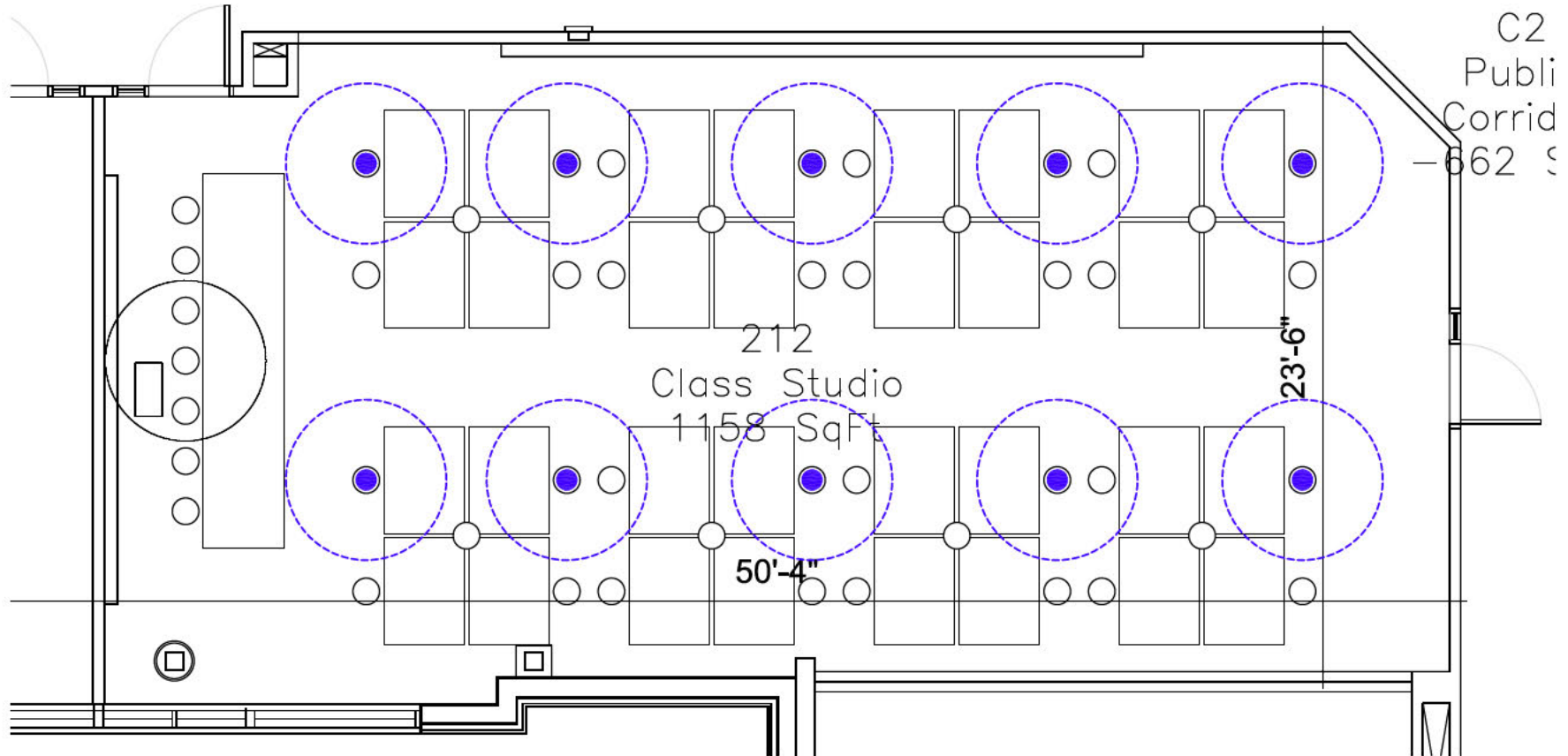
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

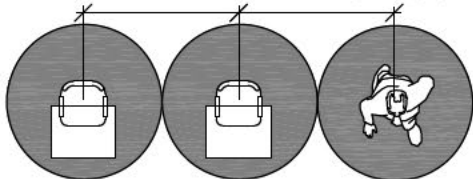
Total - 20 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"
Minimum Distance Instructor



2 Dorman Honors Residence Hall - Room 212 - Class 2
SCALE: N.T.S

Proposed Modified
Desk Count per Class

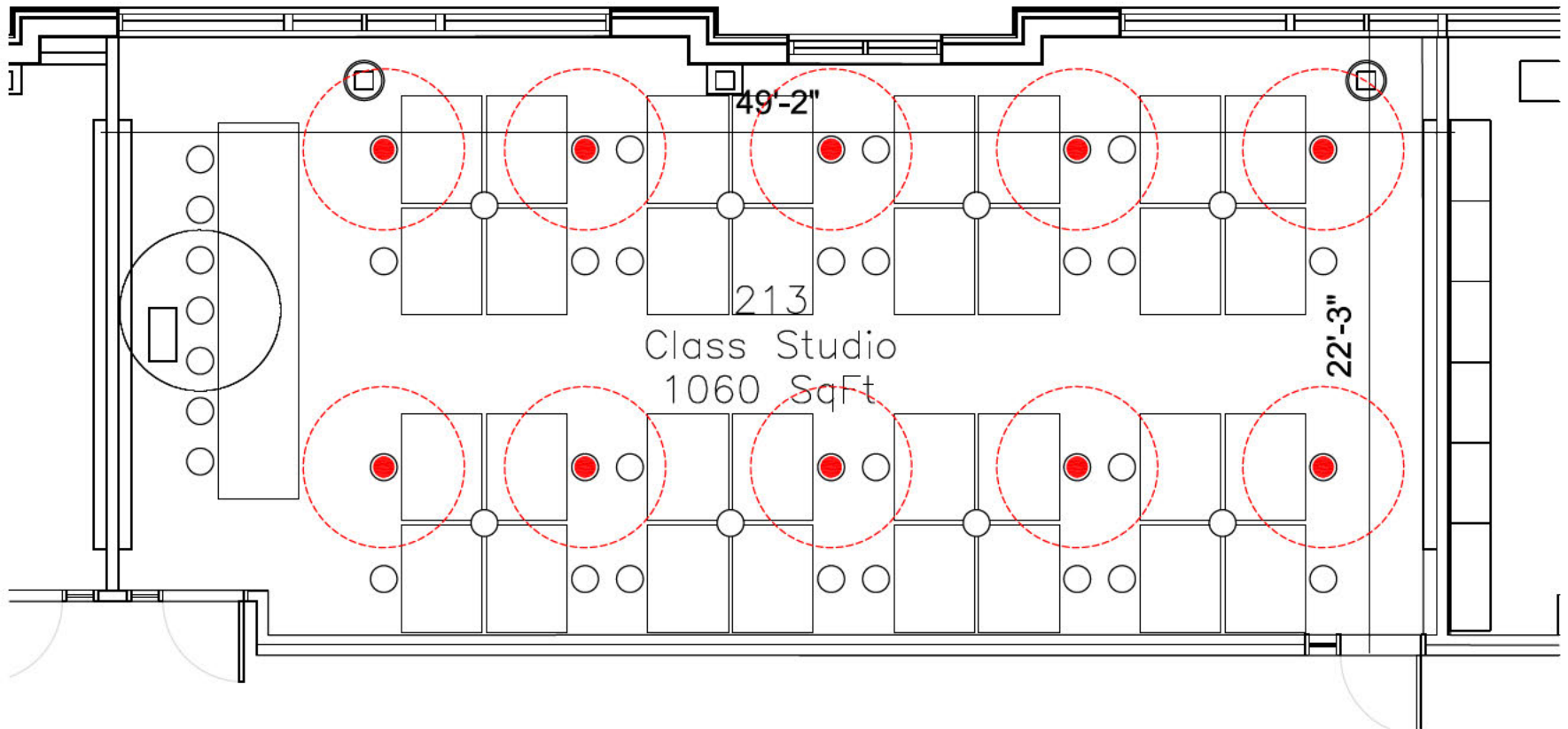
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

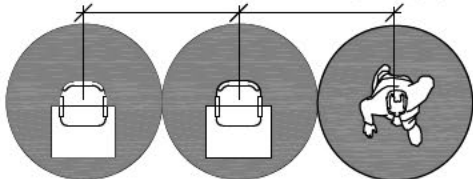
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Dorman Honors Residence Hall - Room 213 - Class 1
SCALE: N.T.S

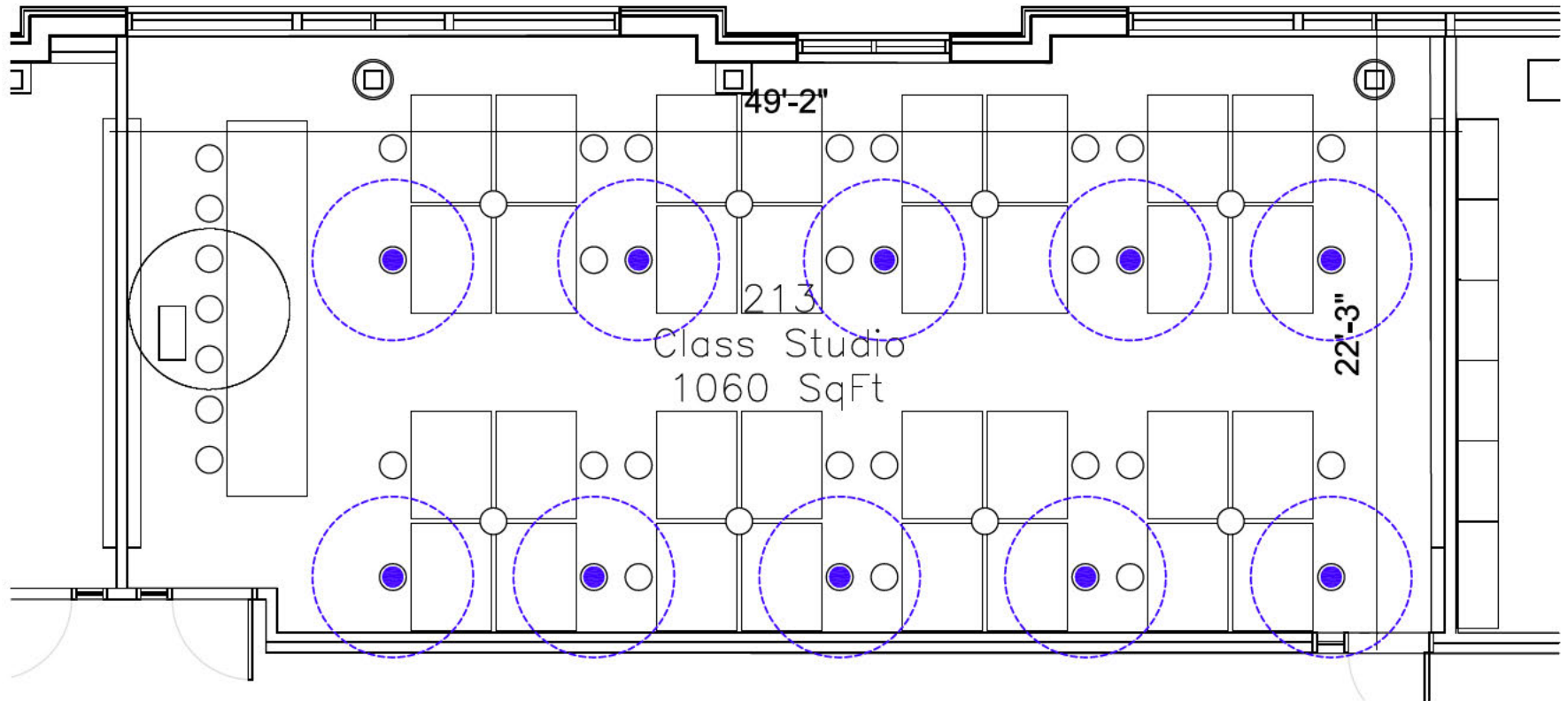
Proposed Modified
Desk Count per Class

Class 1 - 10 Chairs ■
Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

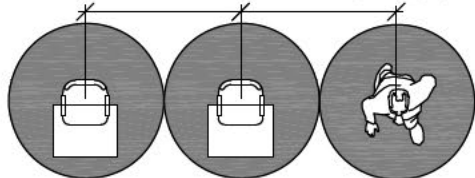
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Dorman Honors Residence Hall - Room 213 - Class 2

SCALE: N.T.S

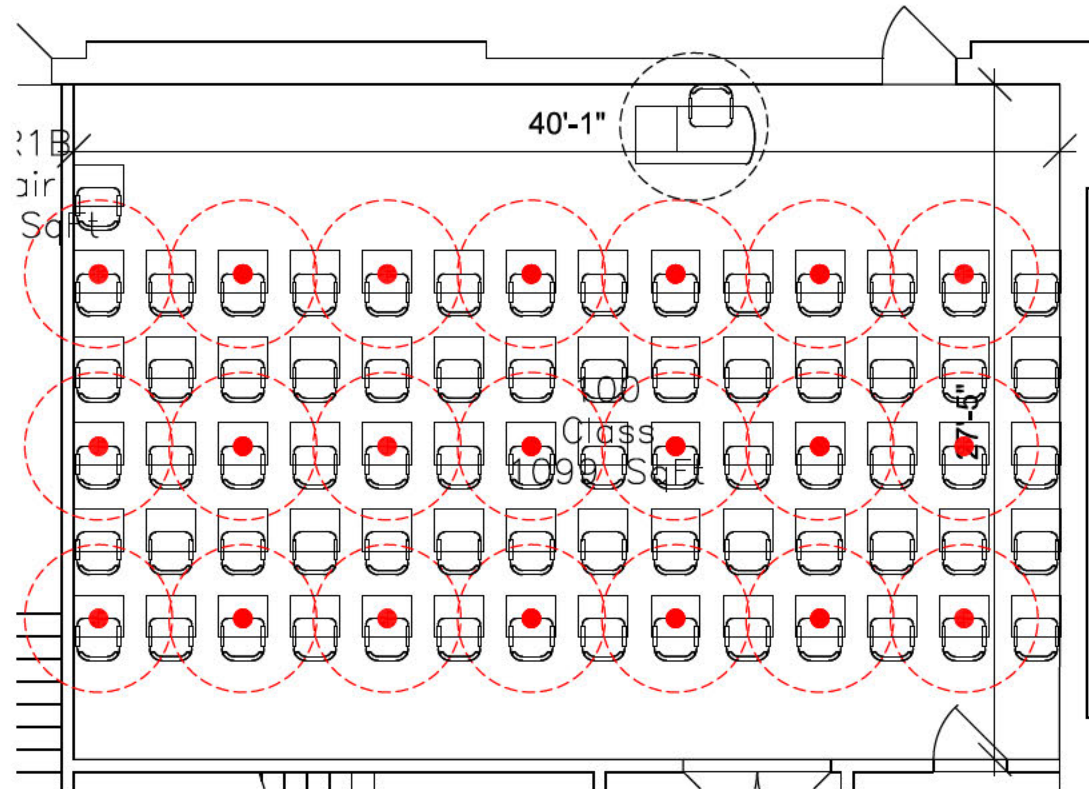
Proposed Modified
Desk Count per Class

Class 1 - 21 Chairs ■
Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

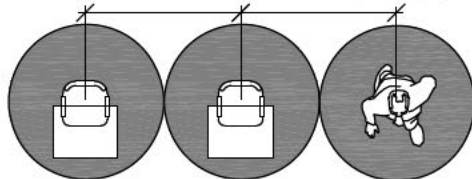
Social Distance Space Requirements

Existing Room Desk Count (71)



6'-0"

Minimum Distance Instructor



1

Electrical and Computer Engineering Center - Room 100 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

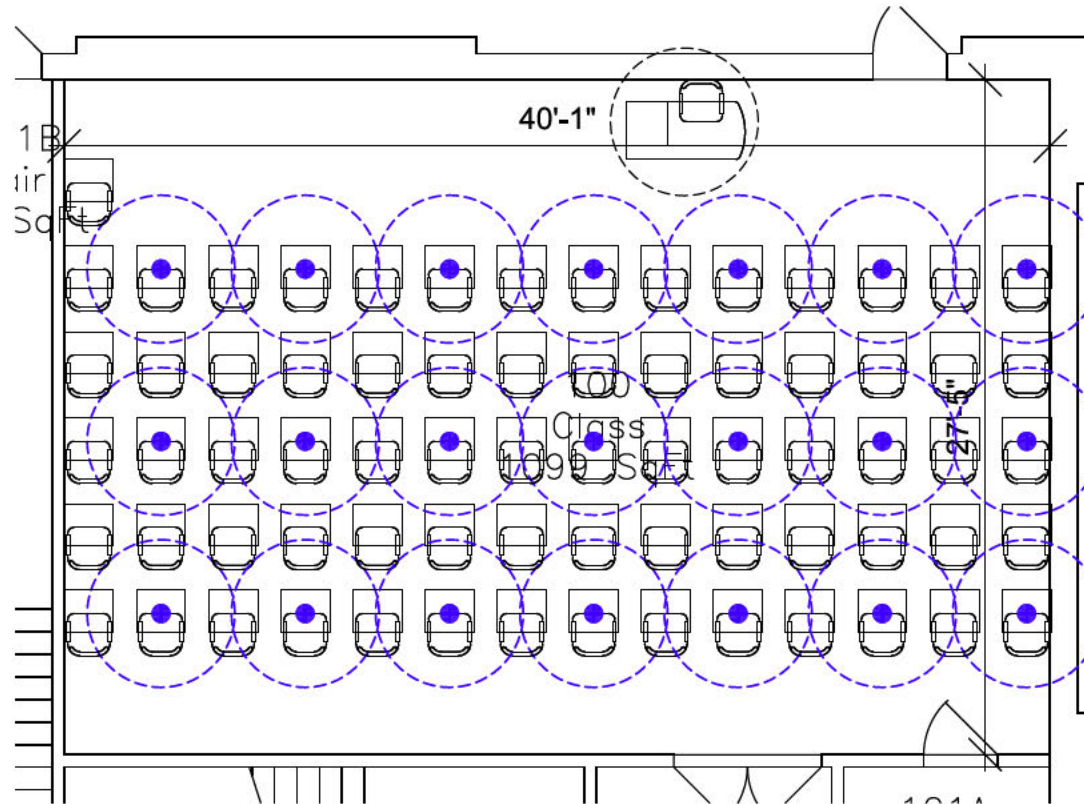
Class 1 - 21 Chairs ■

Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

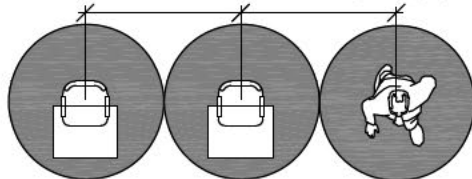
Social Distance Space Requirements

Existing Room Desk Count (71)



6'-0"

Minimum Distance Instructor



2

Electrical and Computer Engineering Center - Room 100 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

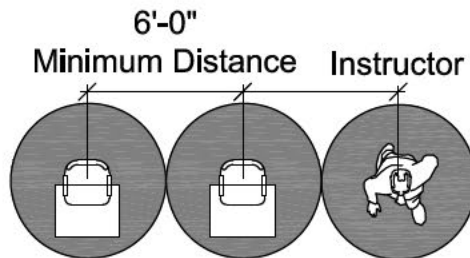
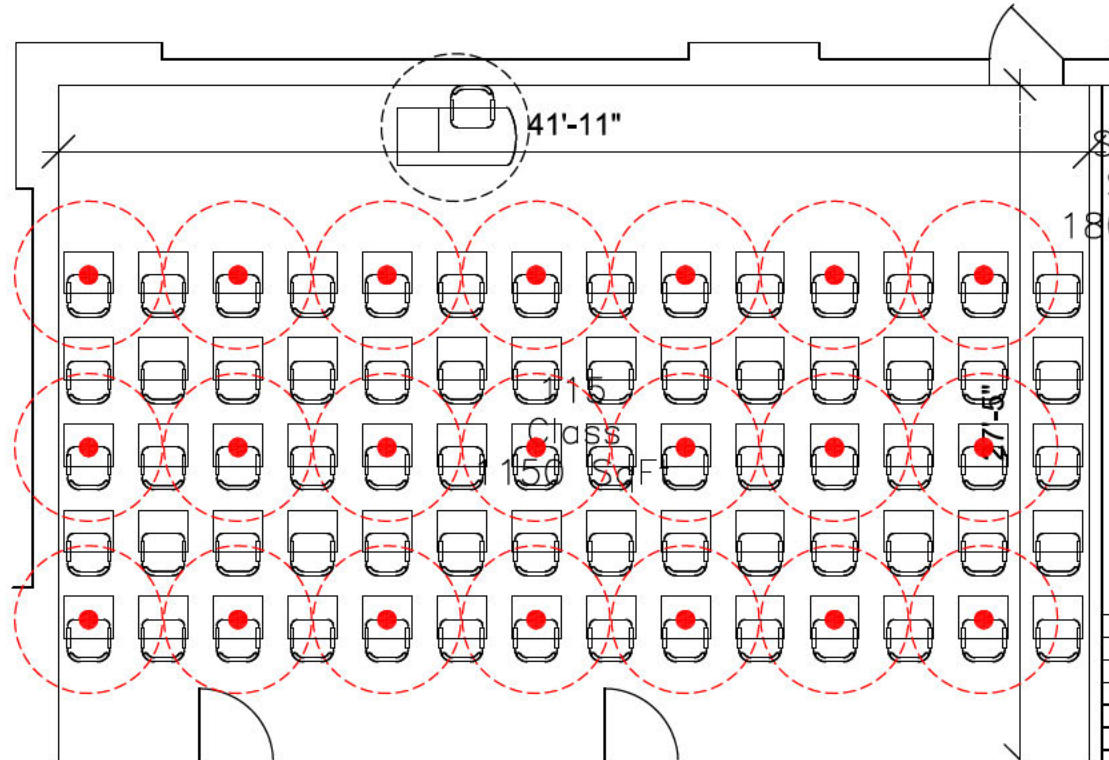
Class 1 - 21 Chairs ■

Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (70)



1 Electrical and Computer Engineering Center - Room 115 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

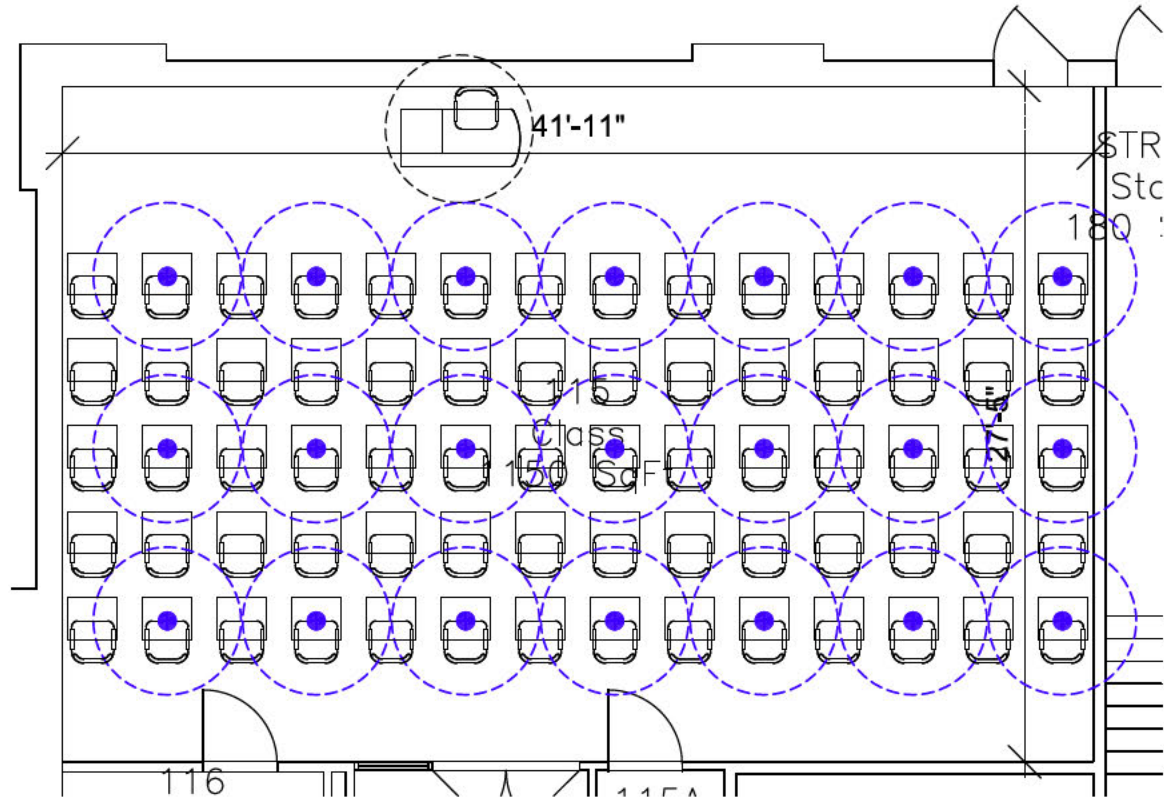
Class 1 - 21 Chairs ■

Class 2 - 21 Chairs ■

Total - 42 Safe Chairs

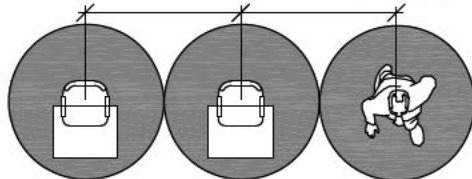
Social Distance Space Requirements

Existing Room Desk Count (70)



6'-0"

Minimum Distance Instructor



2

Electrical and Computer Engineering Center - Room 115 - Class 2

SCALE: N.T.S

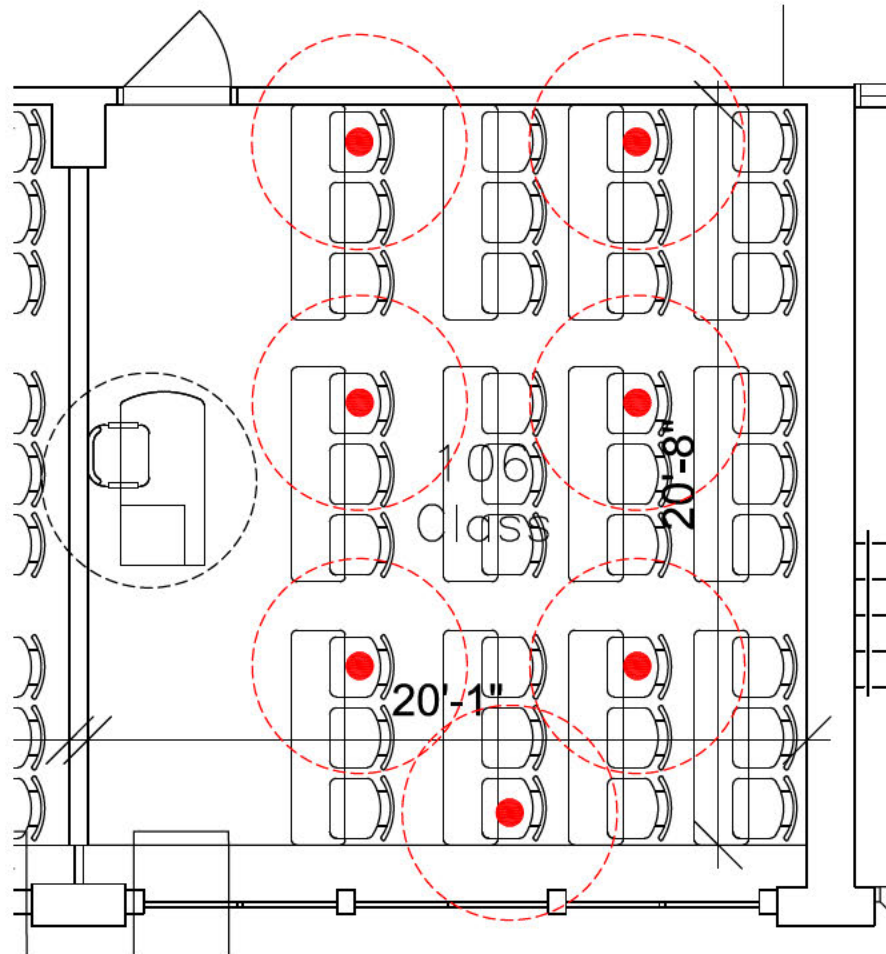
Proposed Modified
Desk Count per Class

Class 1 - 7 Chairs ■
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

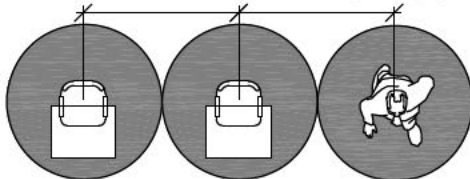
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 106 - Class 1

SCALE: N.T.S

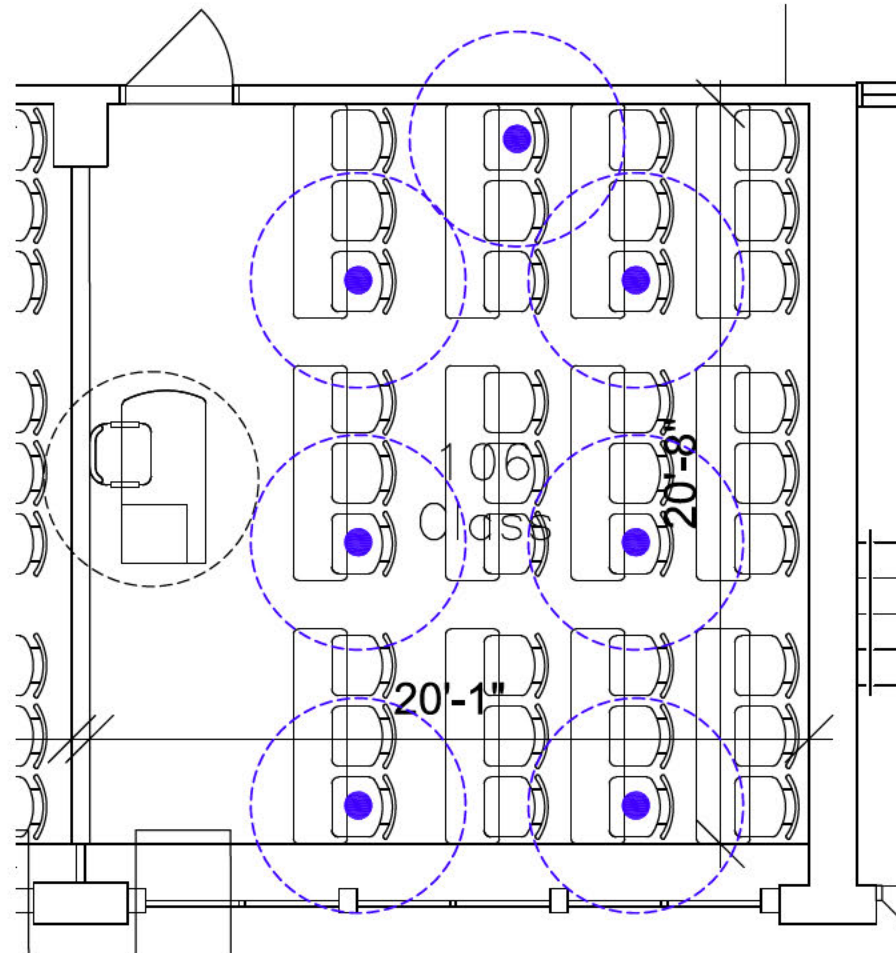
Proposed Modified
Desk Count per Class

Class 1 - 7 Chairs ■
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

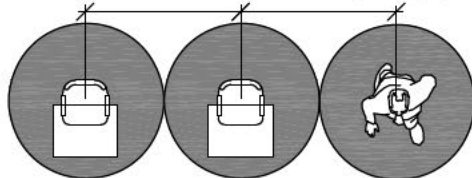
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 106 - Class 2

SCALE: N.T.S

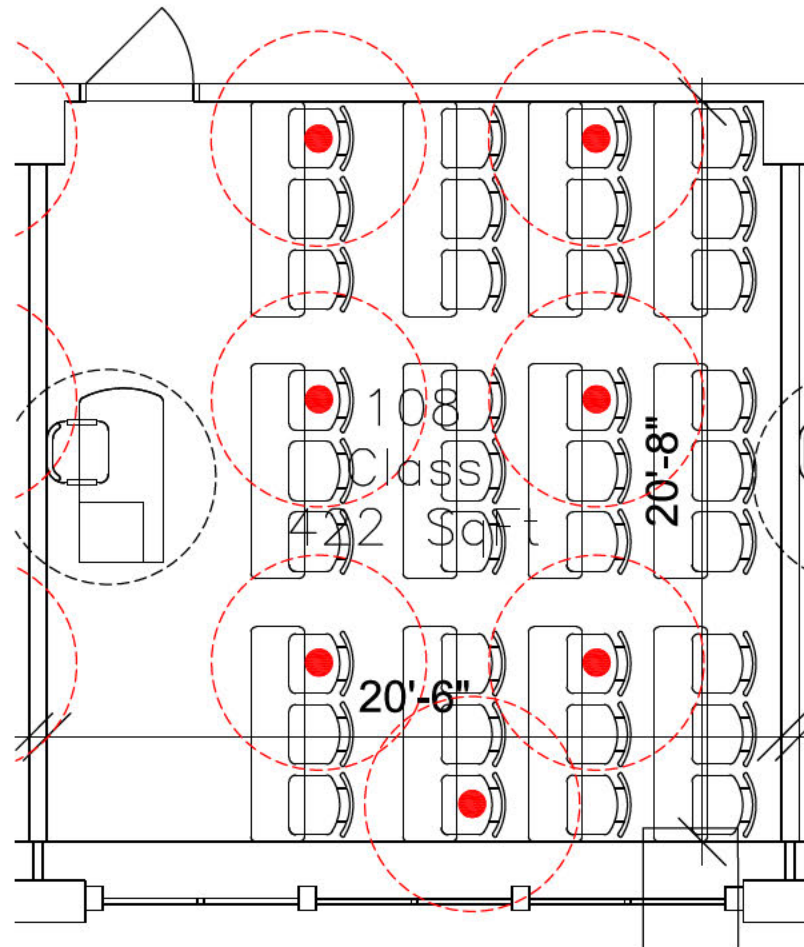
Proposed Modified
Desk Count per Class

Class 1 - 7 Chairs ■
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

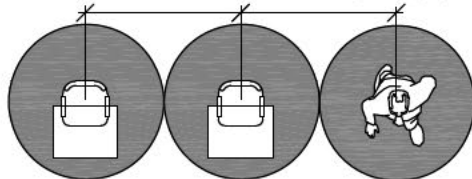
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 108 - Class 1

SCALE: N.T.S

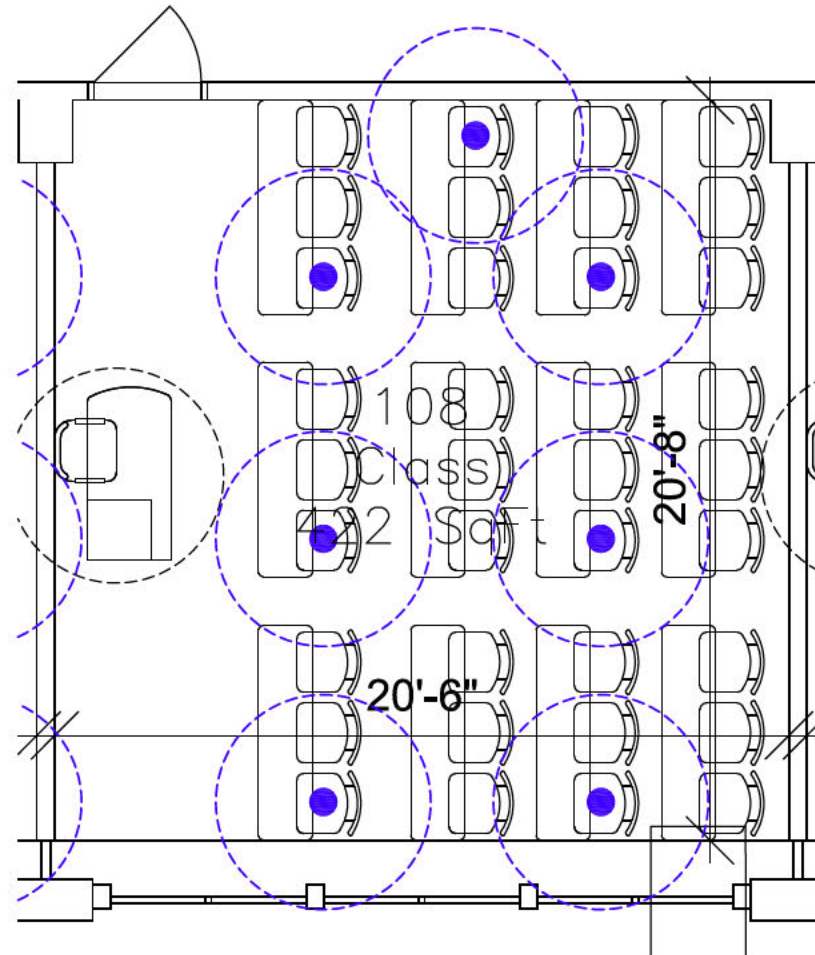
Proposed Modified
Desk Count per Class

Class 1 - 7 Chairs ■
Class 2 - 7 Chairs ■

Total - 14 Safe Chairs

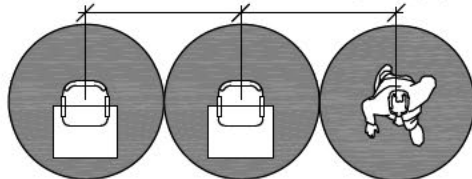
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 108 - Class 2

SCALE: N.T.S

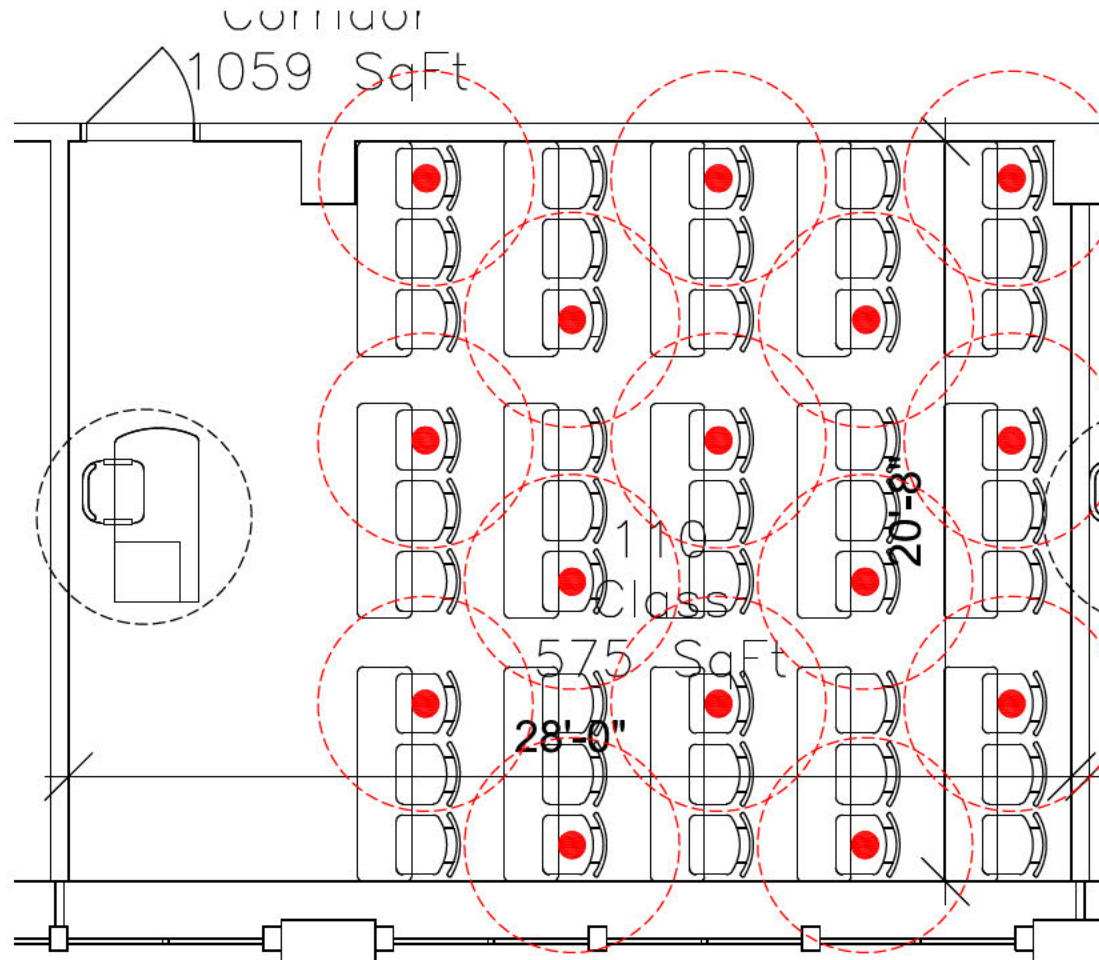
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

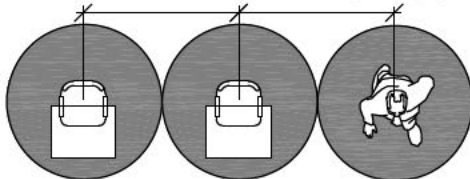
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 110 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

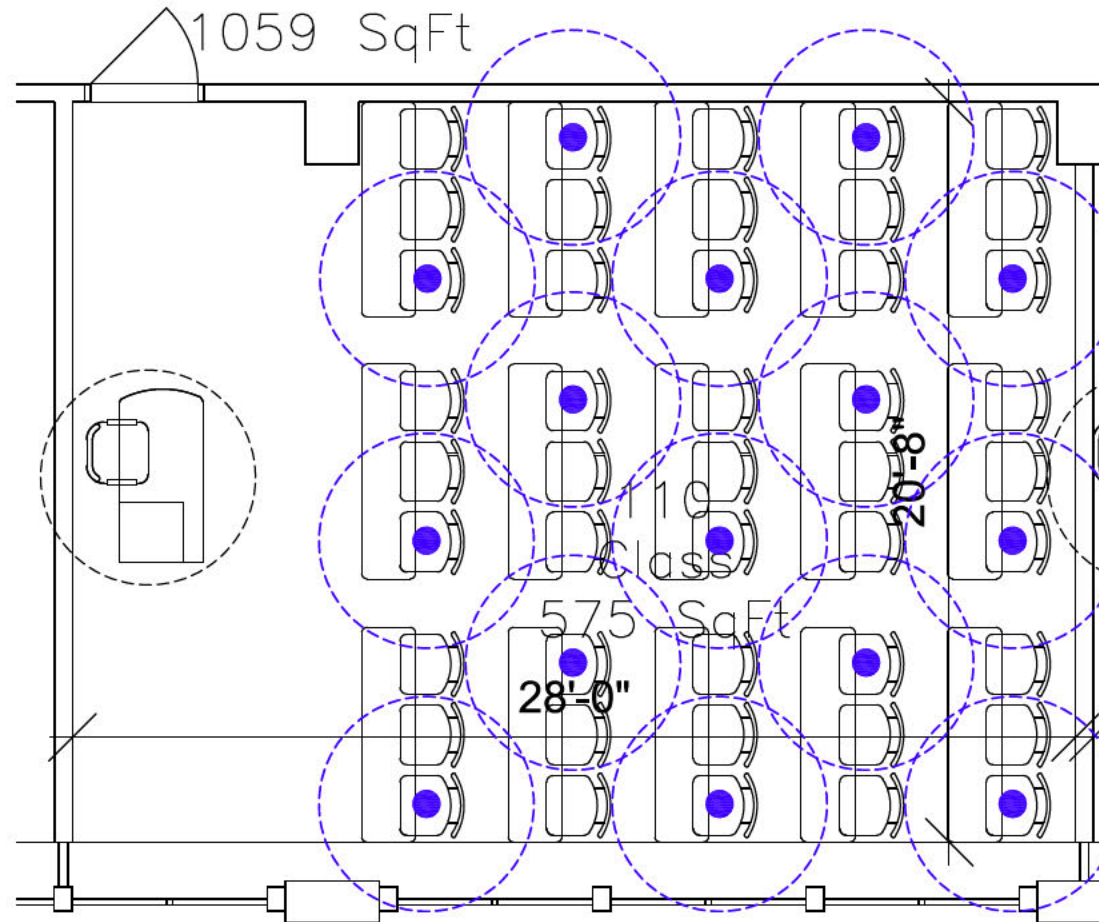
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

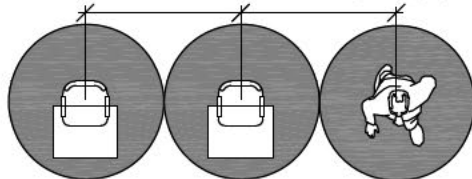
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2 Faculty Memorial Hall - Room 110 - Class 2
SCALE: N.T.S

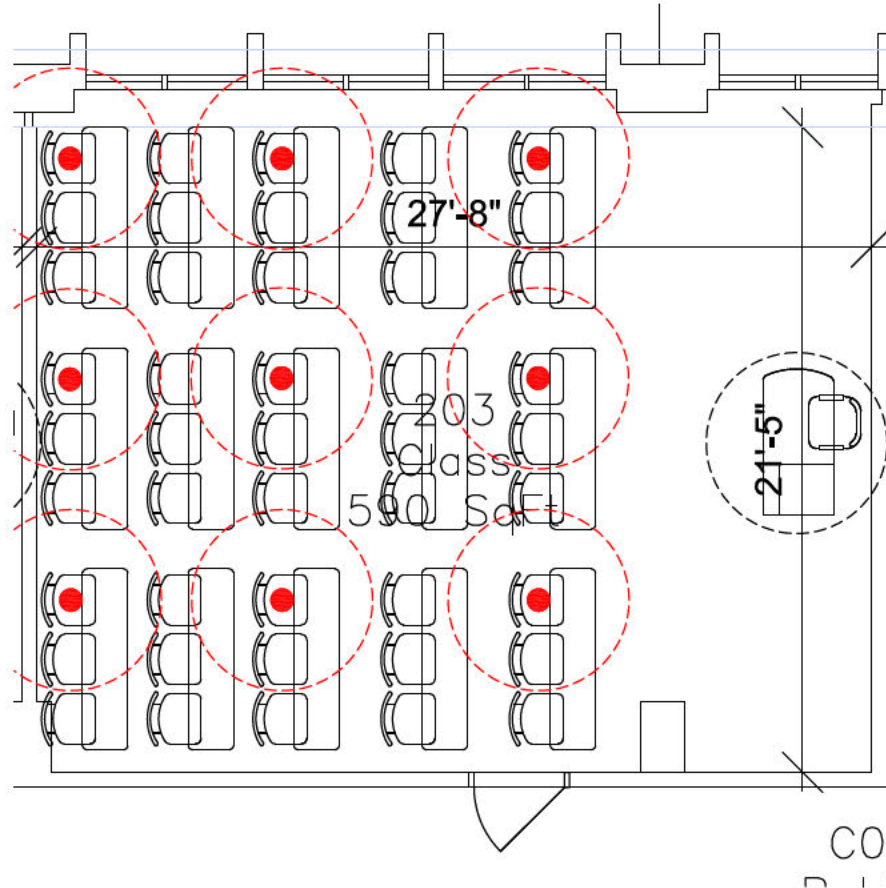
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

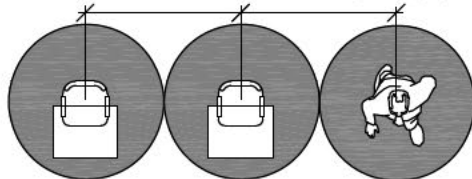
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 203 - Class 1

SCALE: N.T.S

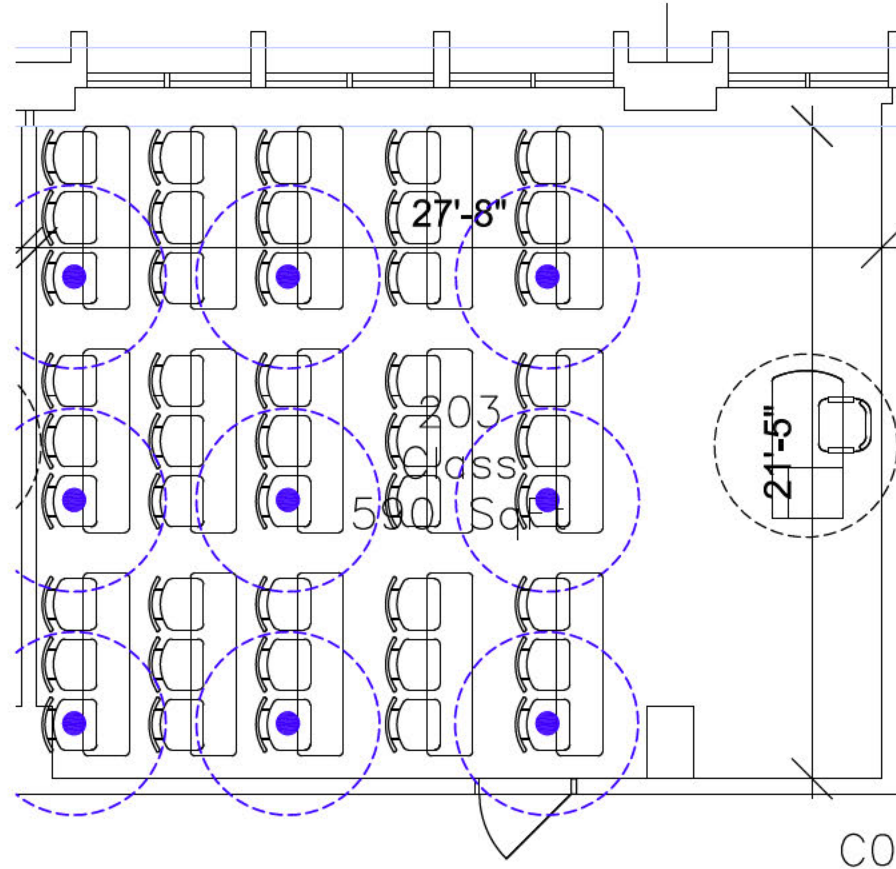
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

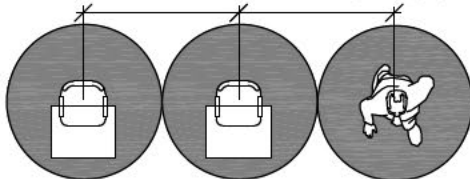
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 203 - Class 2

SCALE: N.T.S

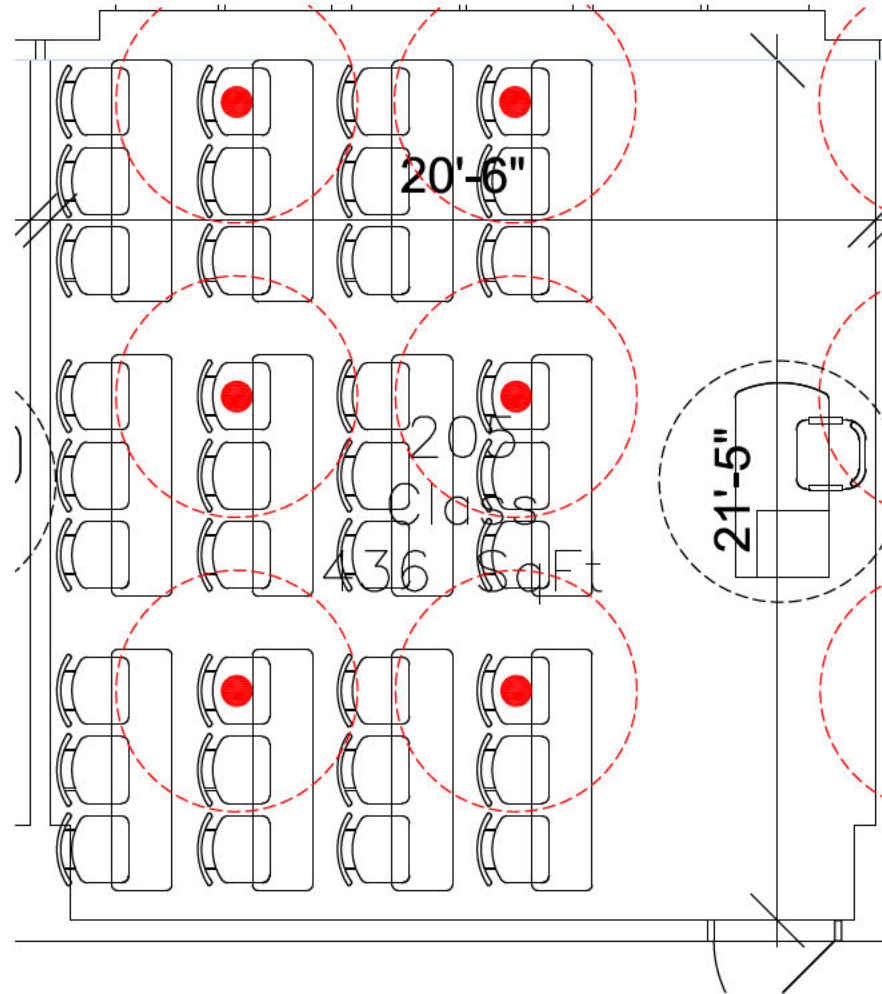
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

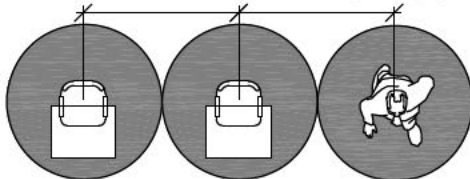
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 205 - Class 1

SCALE: N.T.S

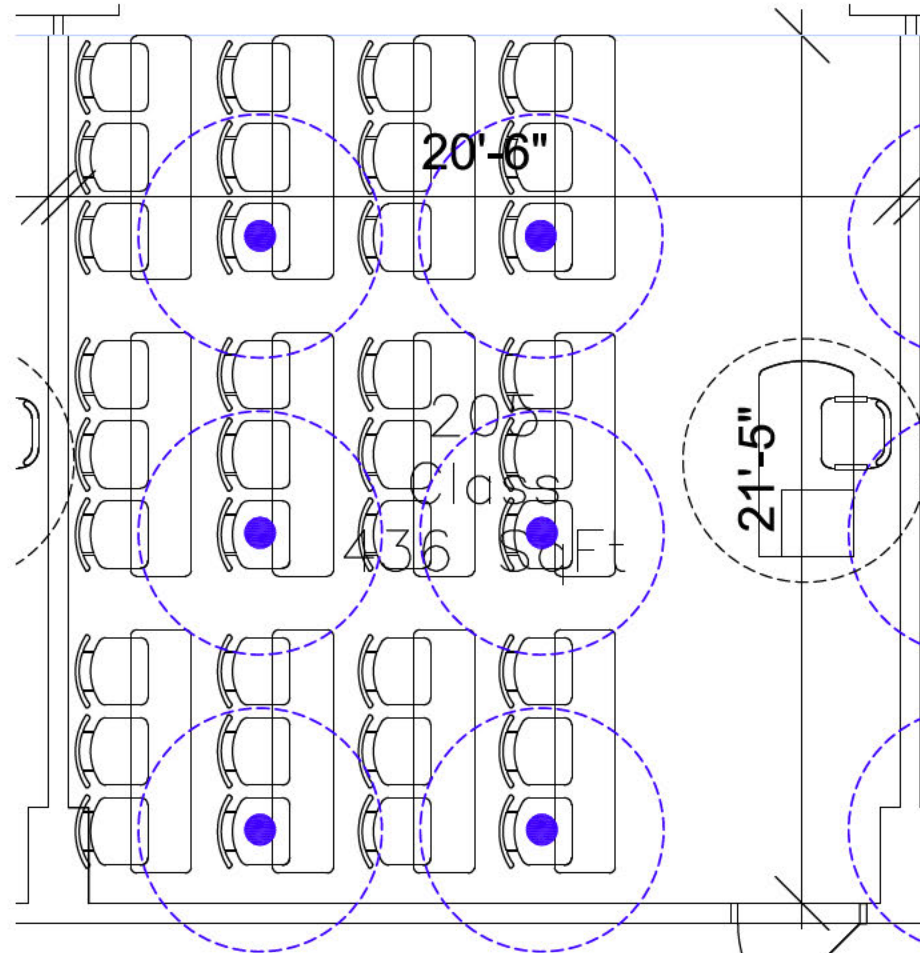
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

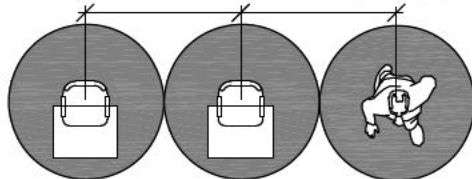
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 205 - Class 2

SCALE: N.T.S

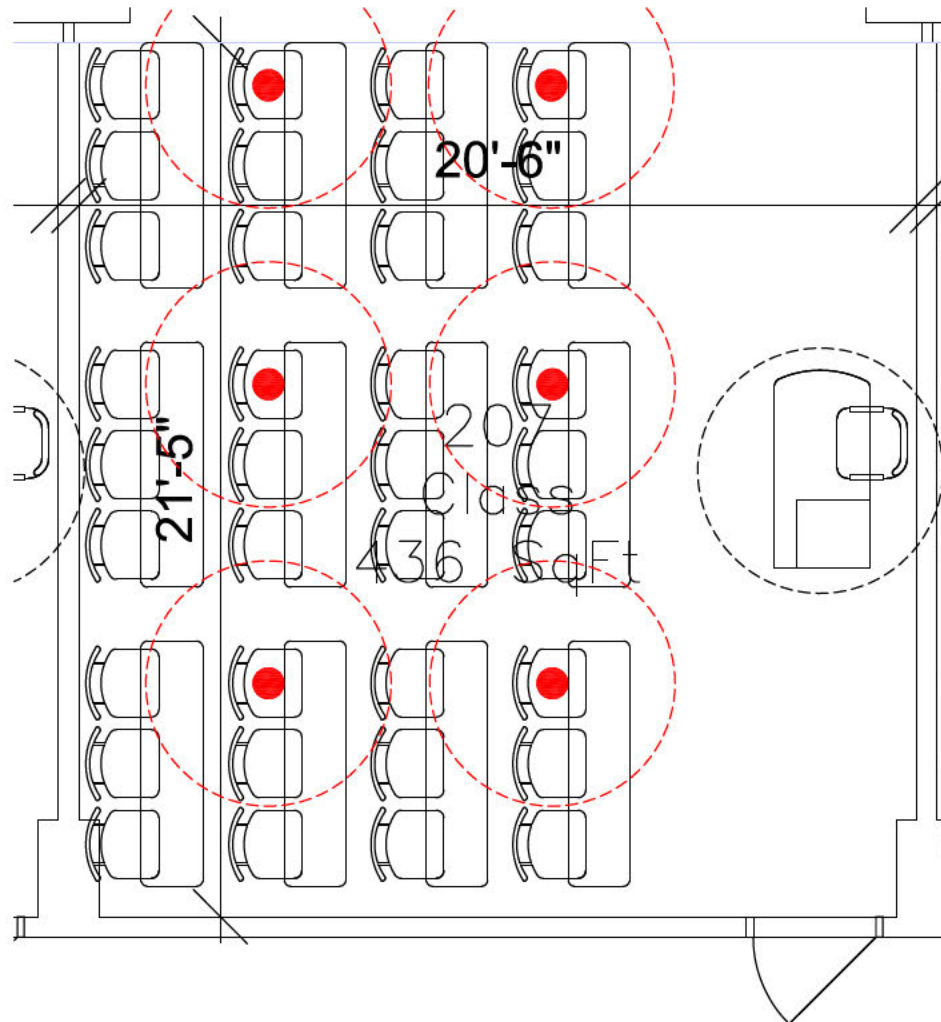
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

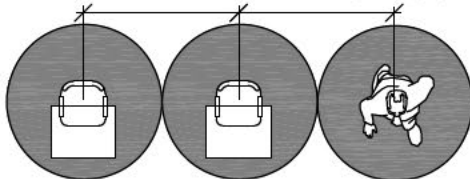
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 207 - Class 1

SCALE: N.T.S

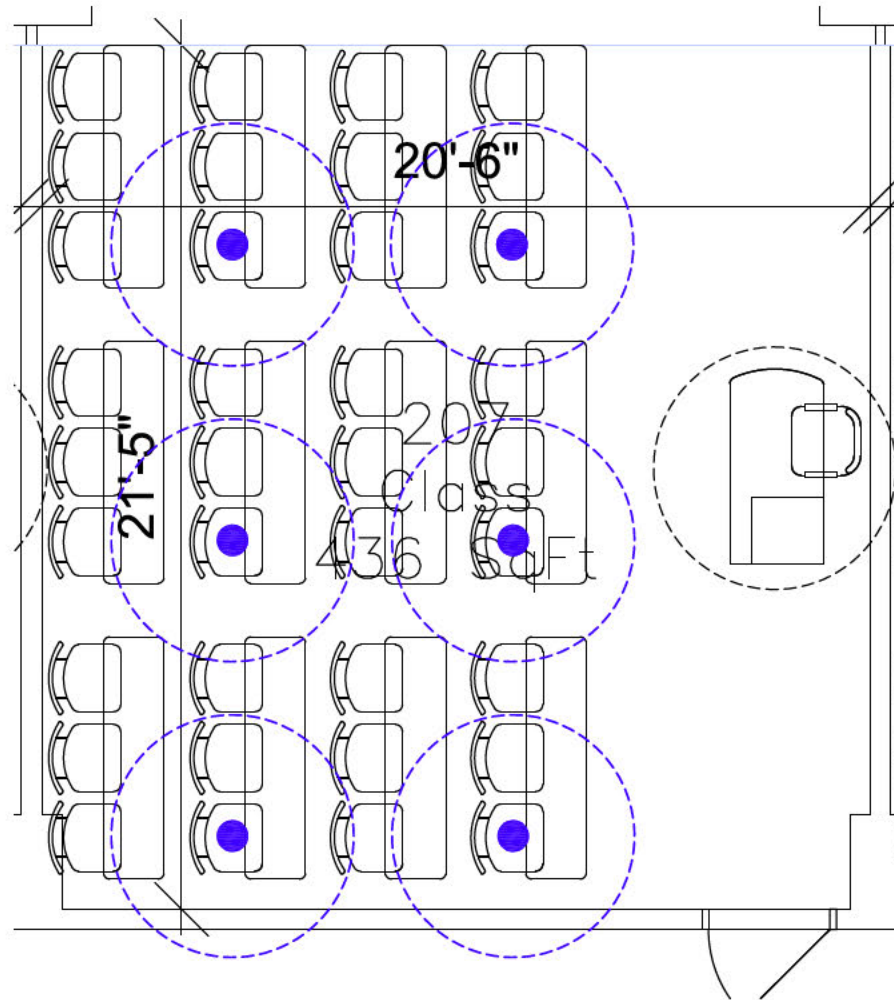
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

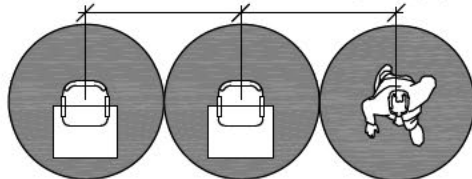
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 207 - Class 2

SCALE: N.T.S

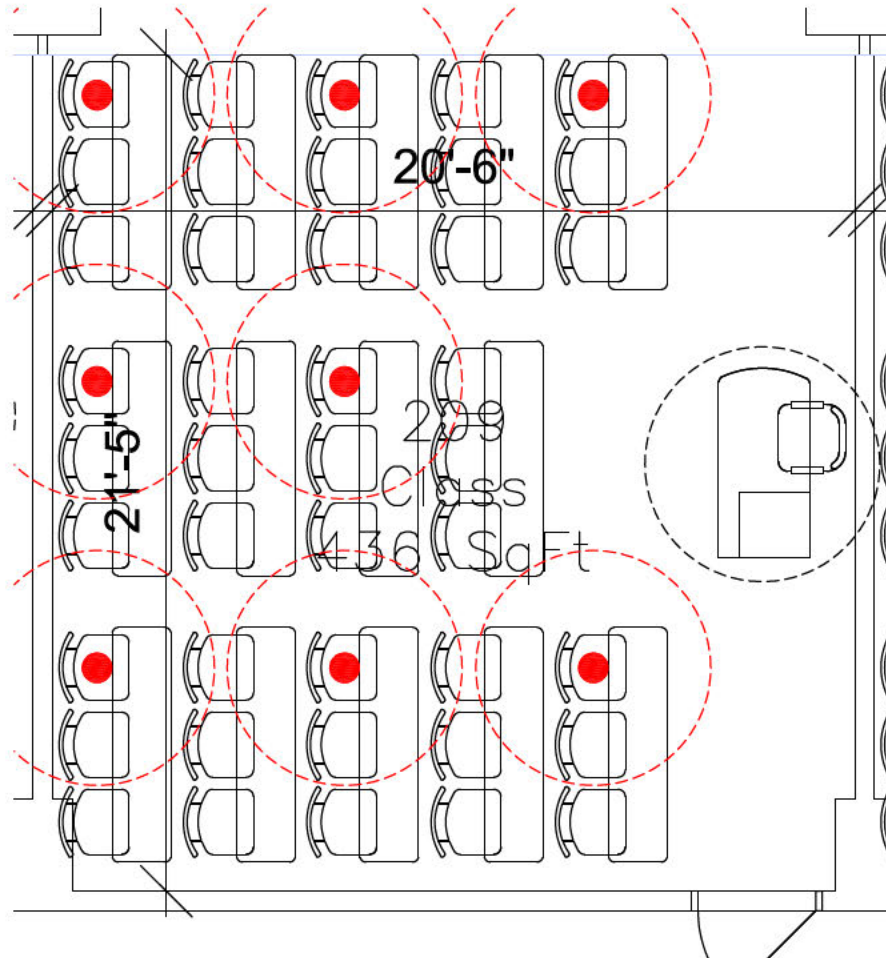
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

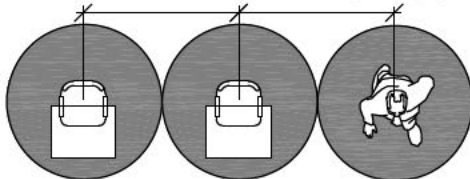
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 209 - Class 1

SCALE: N.T.S

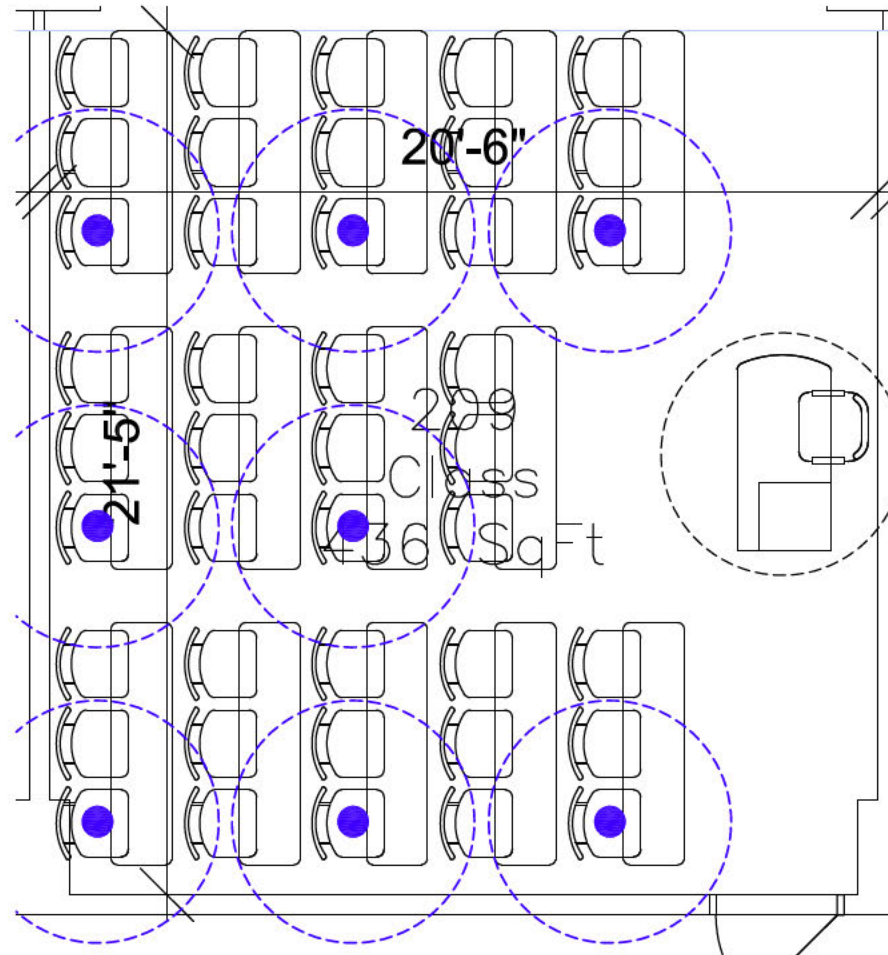
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

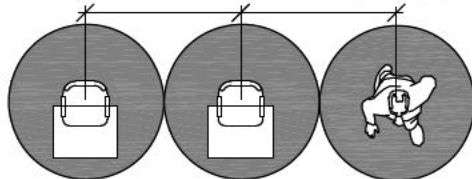
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 209 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

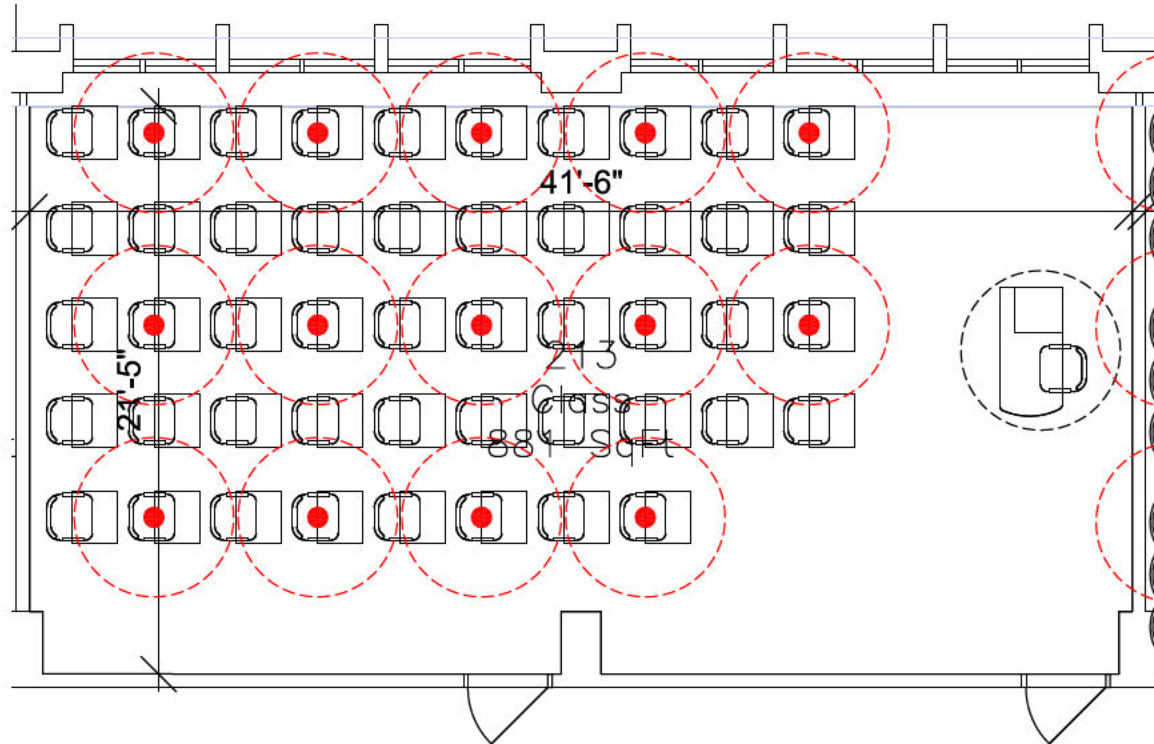
Class 1 - 14 Chairs ■

Class 2 - 14 Chairs ■

Total - 28 Safe Chairs

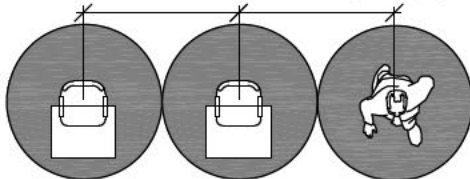
Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 213 - Class 1

SCALE: N.T.S

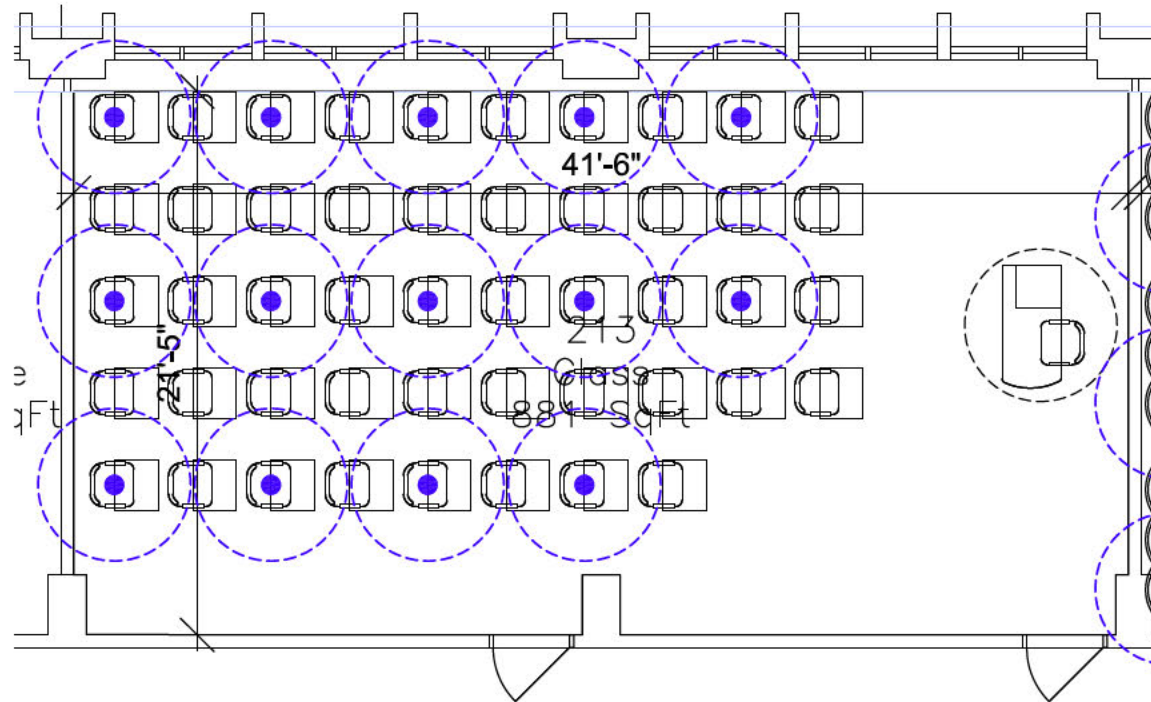
Proposed Modified
Desk Count per Class

Class 1 - 14 Chairs ■
Class 2 - 14 Chairs ■

Total - 28 Safe Chairs

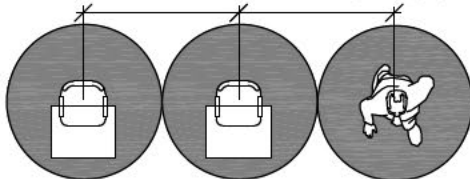
Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 213 - Class 2

SCALE: N.T.S

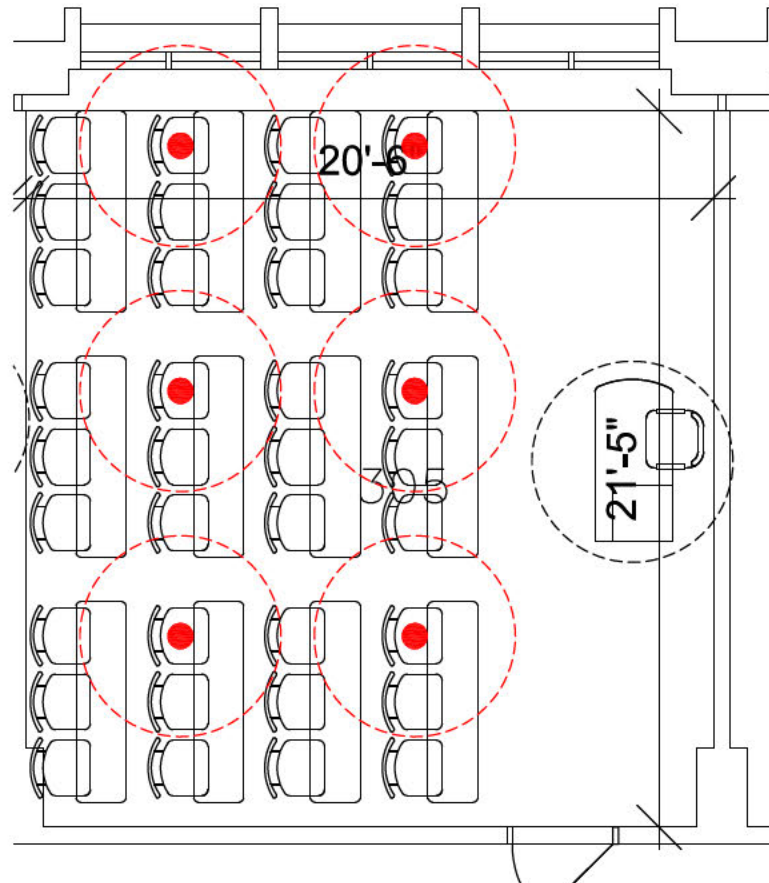
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

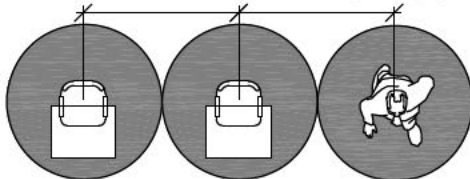
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 305 - Class 1

SCALE: N.T.S

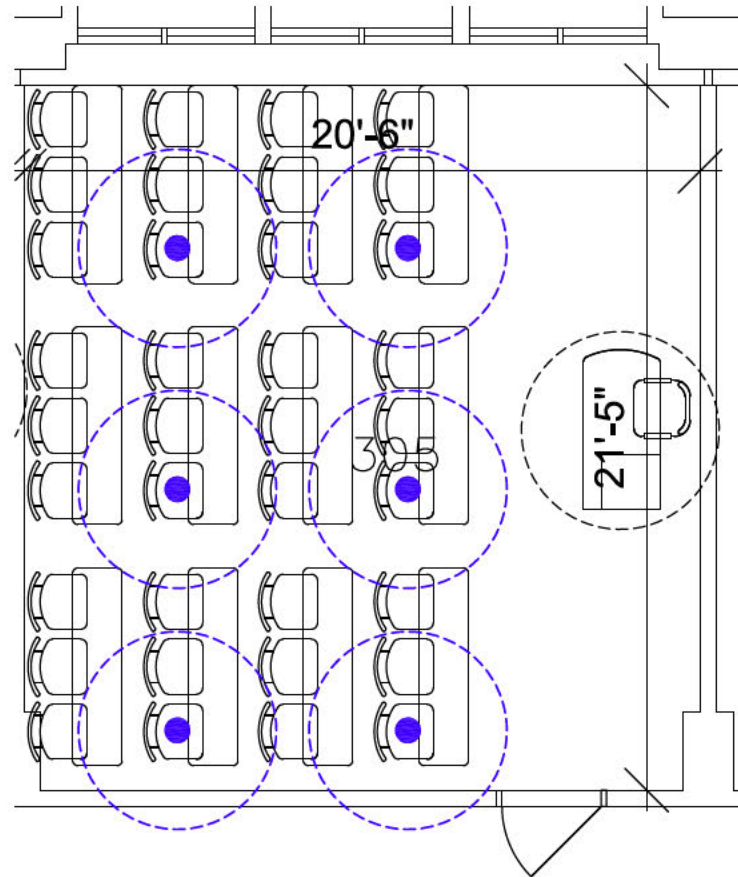
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

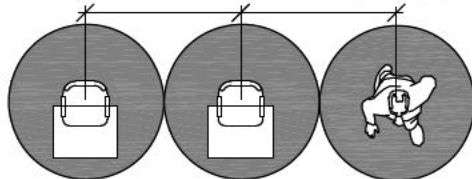
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 305 - Class 2

SCALE: N.T.S

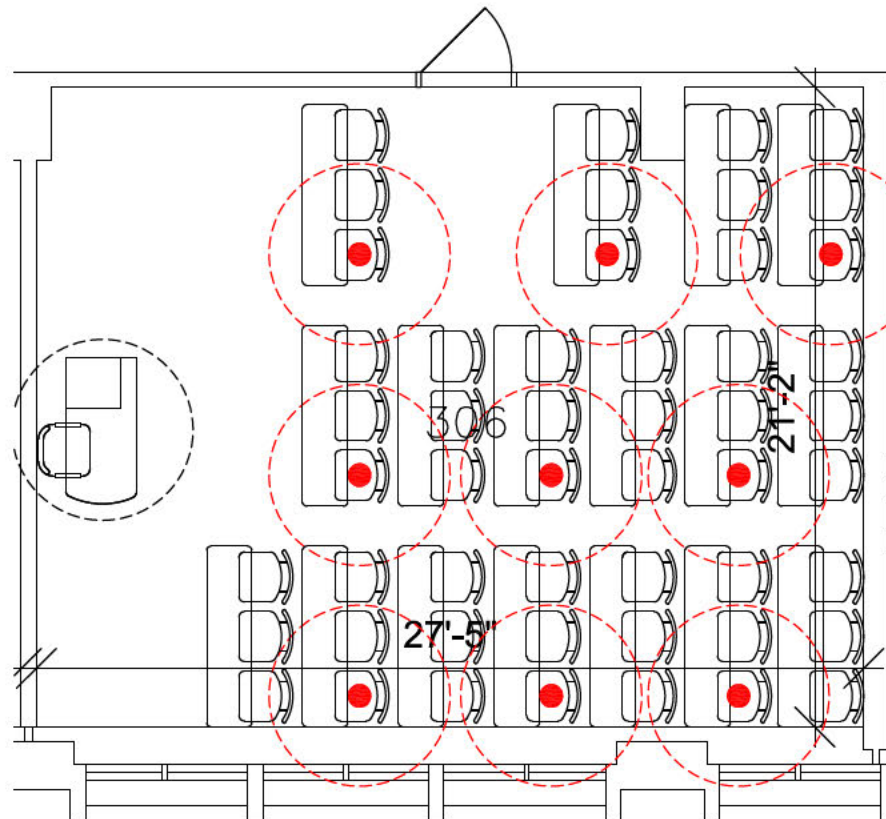
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

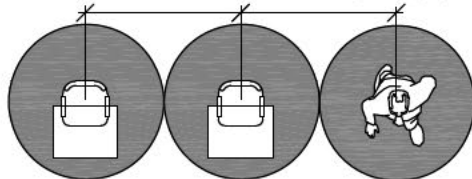
Social Distance Space Requirements

Existing Room Desk Count (51)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 306 - Class 1

SCALE: N.T.S

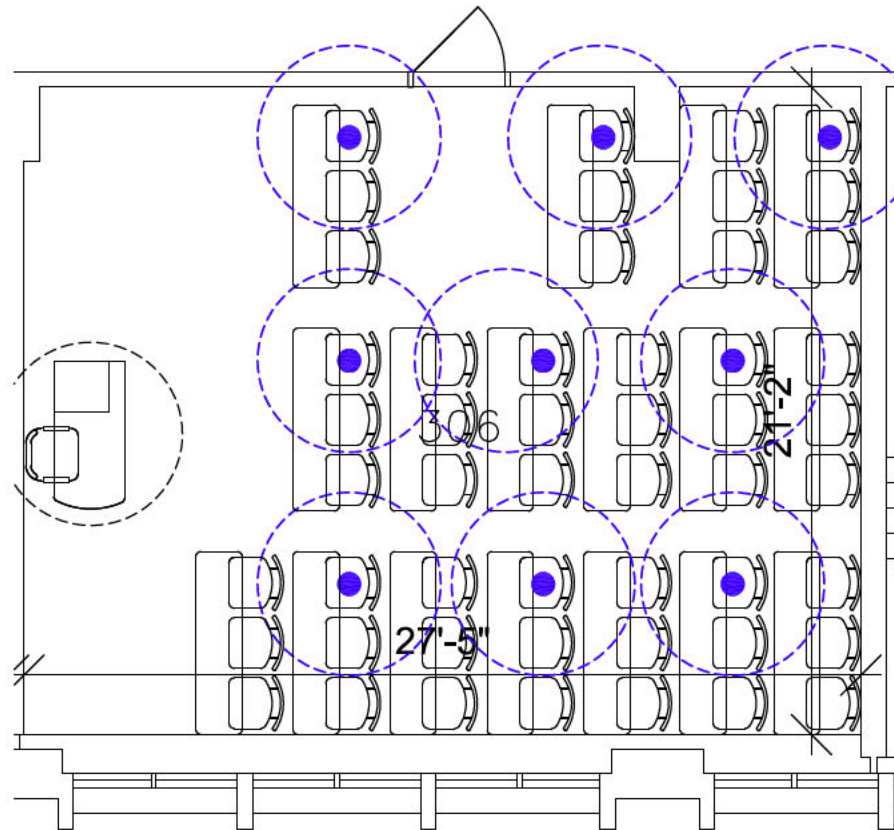
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

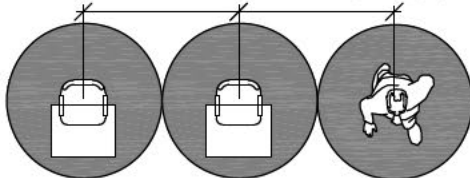
Social Distance Space Requirements

Existing Room Desk Count (51)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 306 - Class 2

SCALE: N.T.S

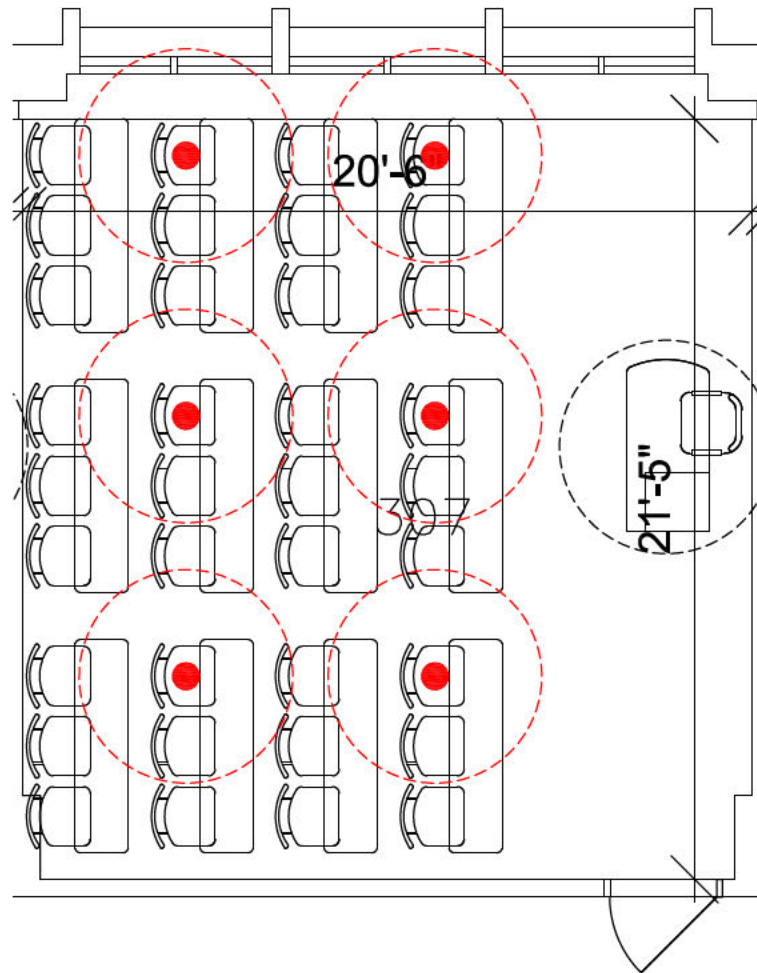
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

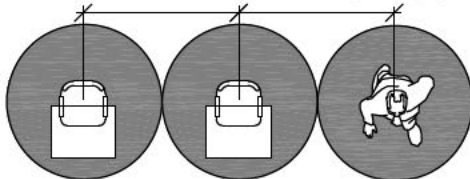
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 307 - Class 1
SCALE: N.T.S

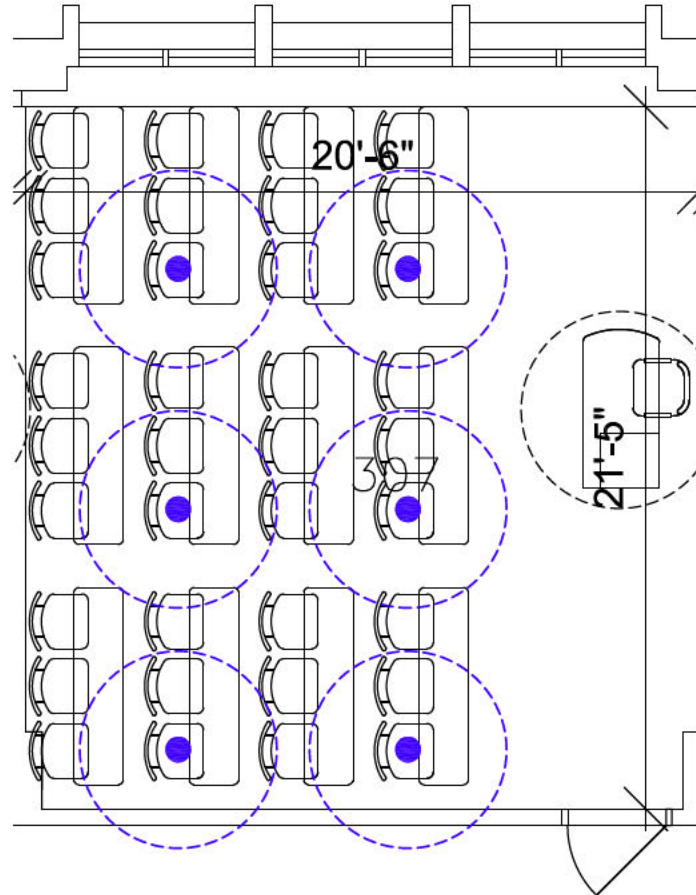
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

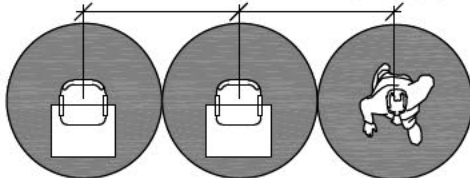
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 307 - Class 2

SCALE: N.T.S

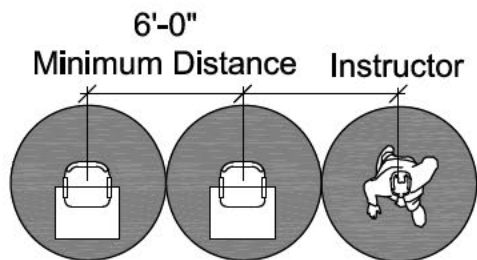
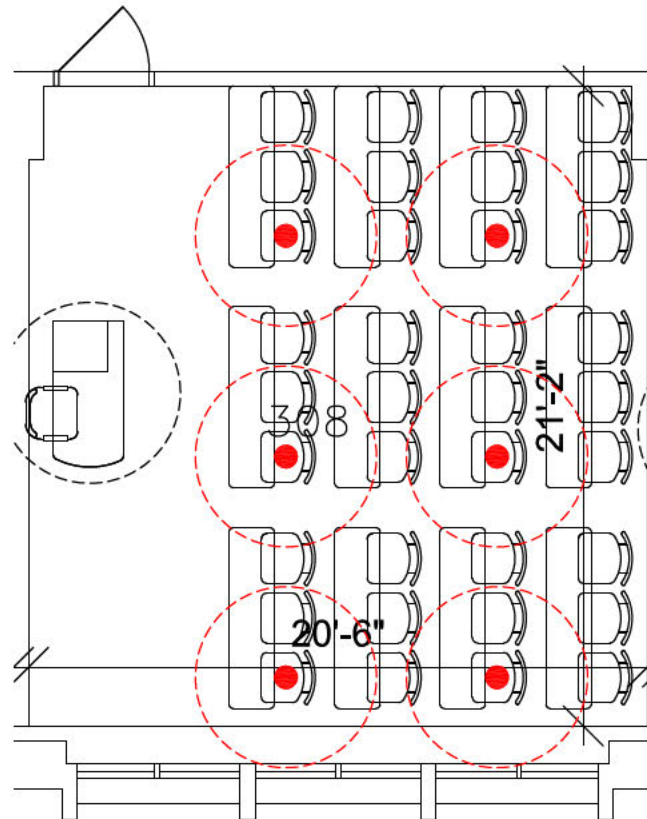
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 308 - Class 1
SCALE: N.T.S

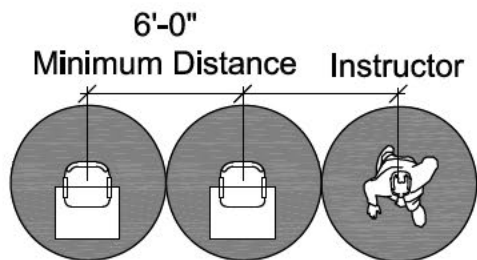
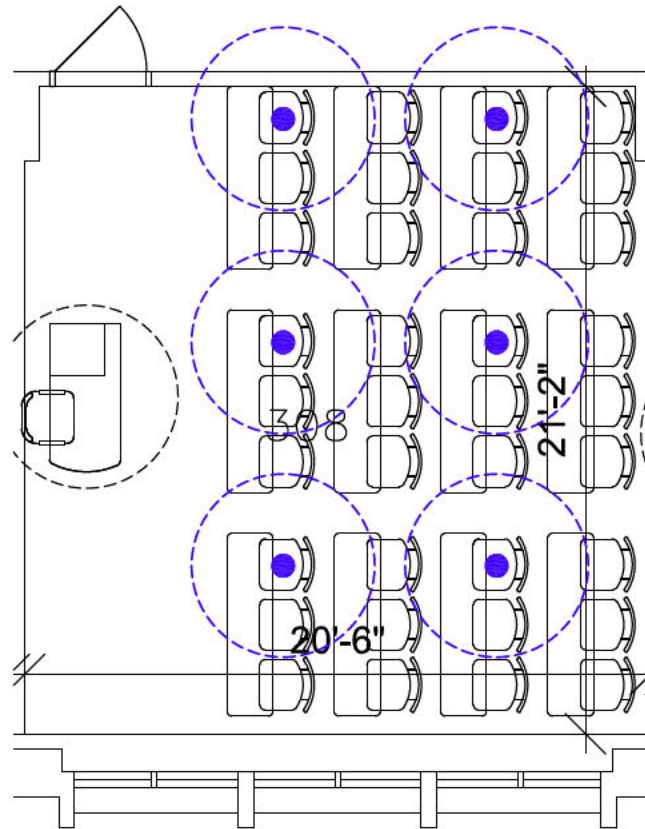
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



2

Faculty Memorial Hall - Room 308 - Class 2

SCALE: N.T.S

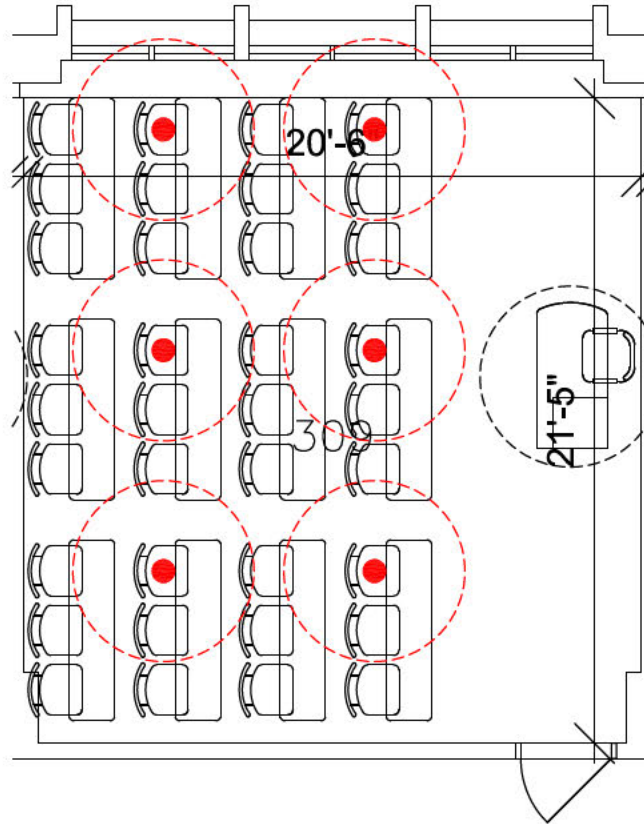
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

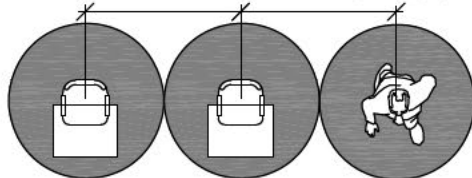
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 309 - Class 1

SCALE: N.T.S

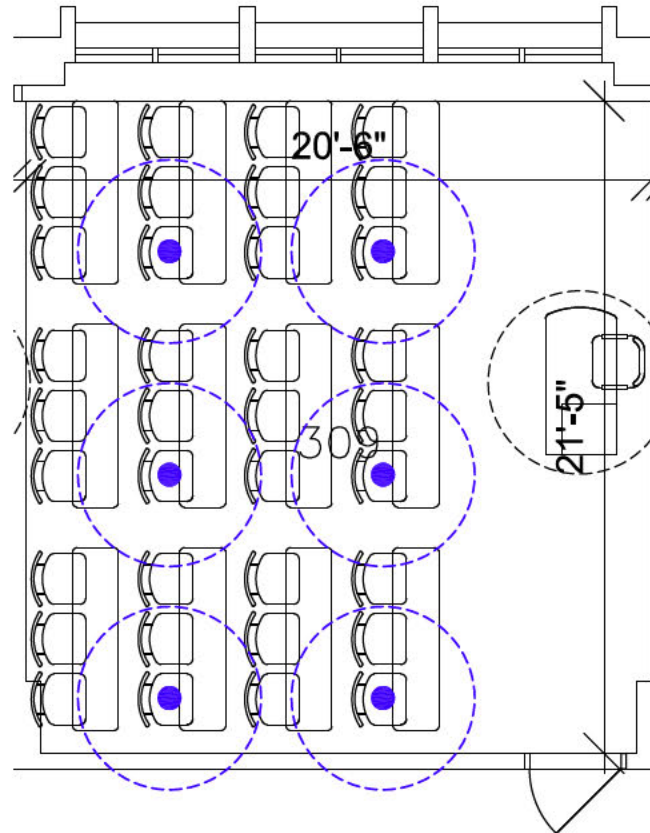
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

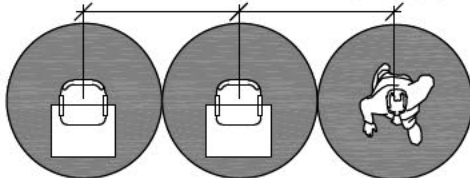
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 309 - Class 2

SCALE: N.T.S

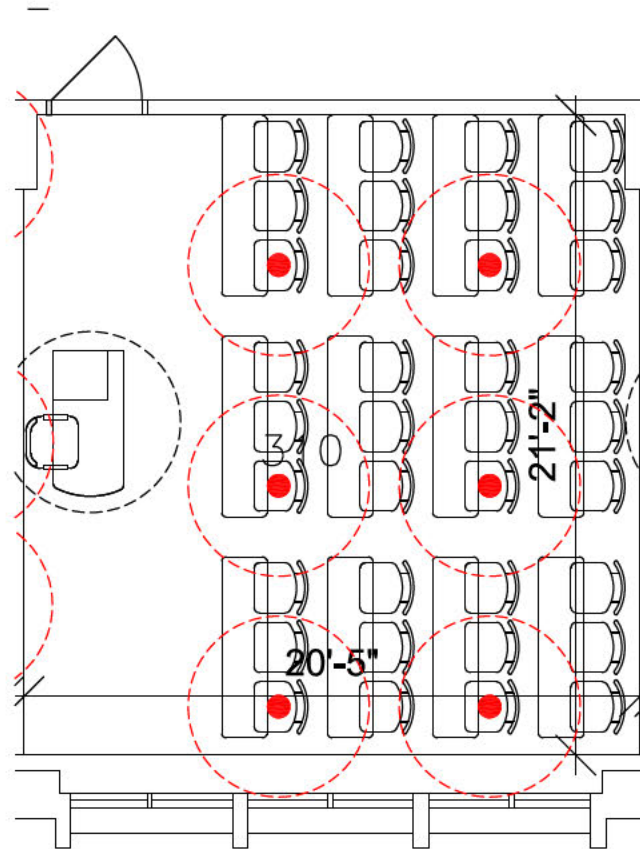
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

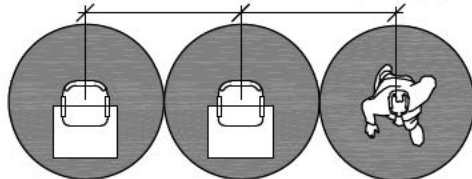
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 310 - Class 1
SCALE: N.T.S

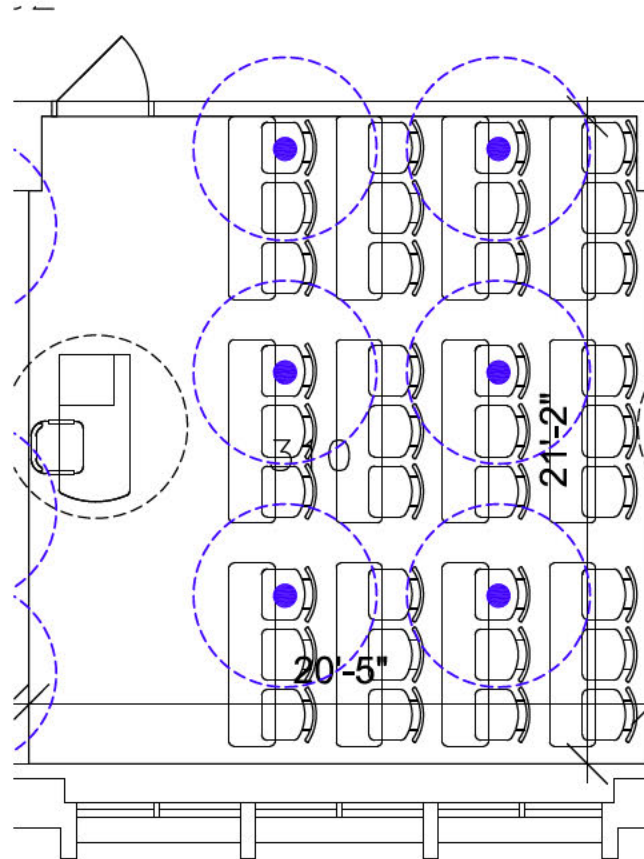
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

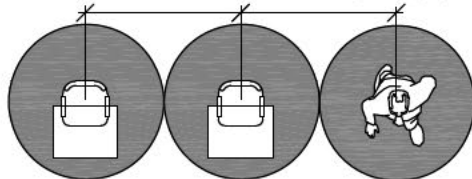
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 310 - Class 2

SCALE: N.T.S

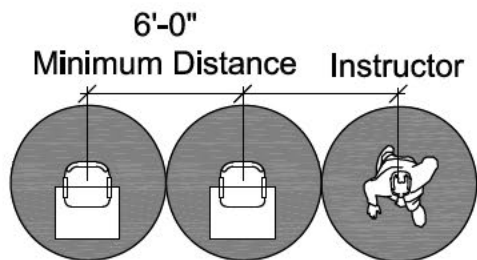
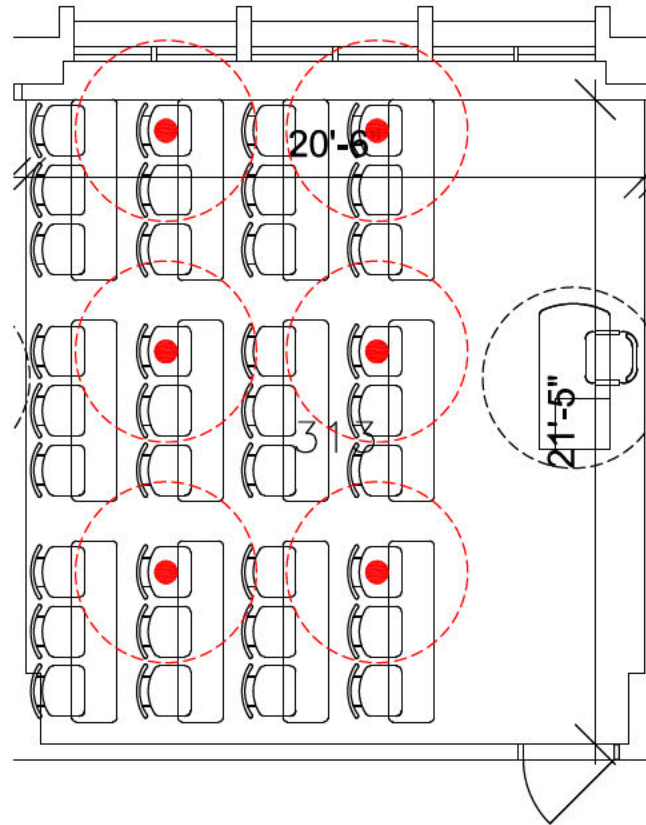
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 313 - Class 1
SCALE: N.T.S

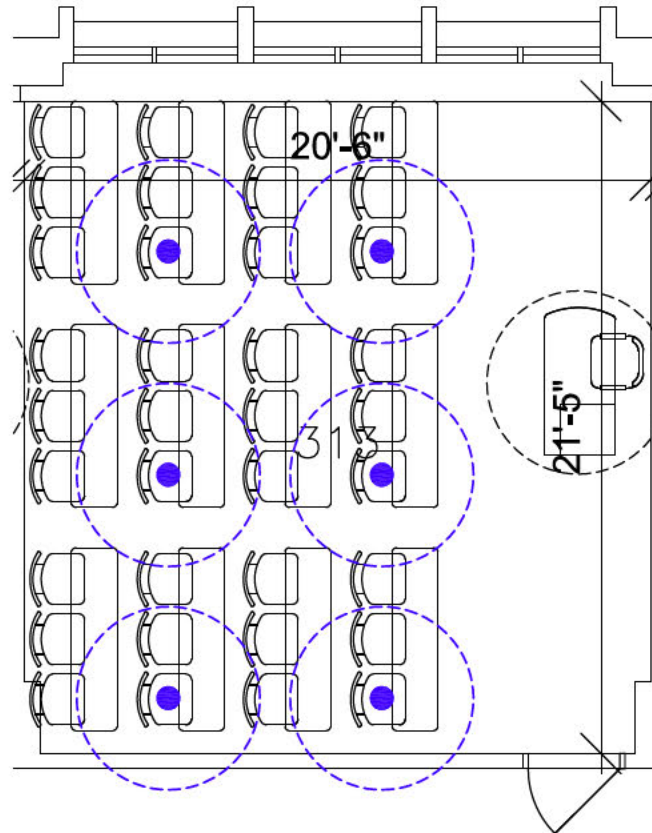
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

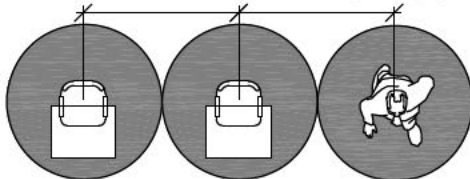
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

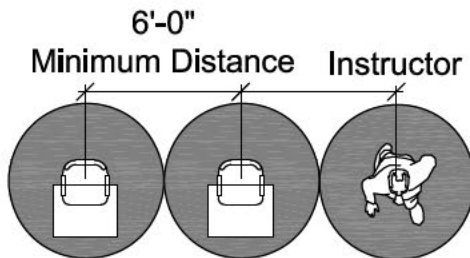
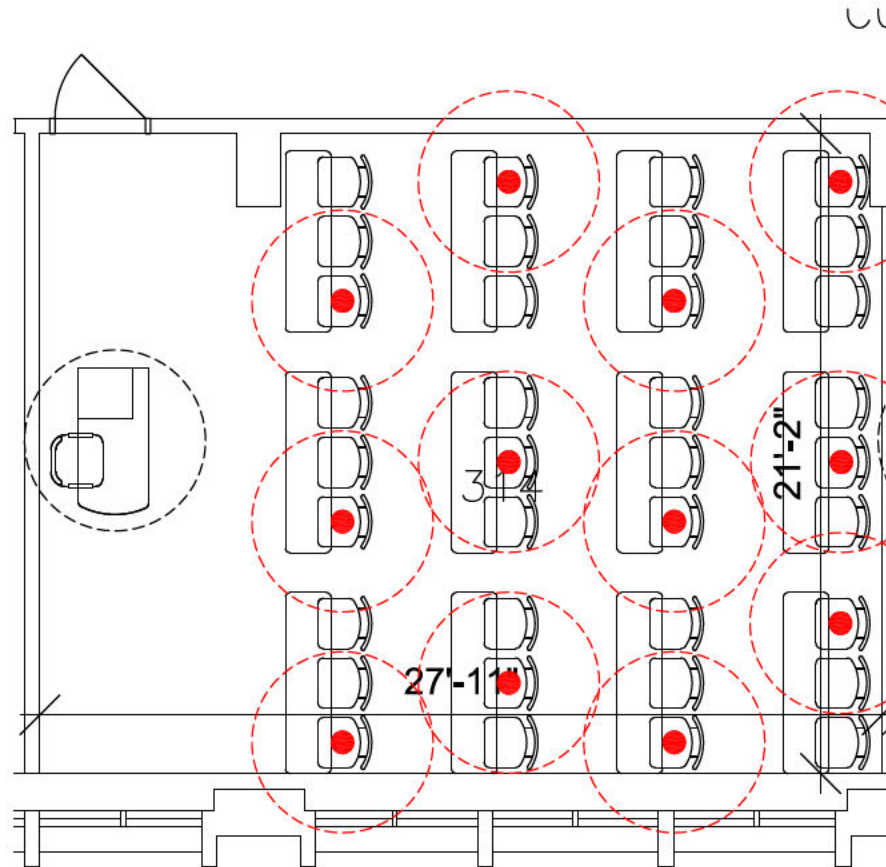
Faculty Memorial Hall - Room 313 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 314 - Class 1
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

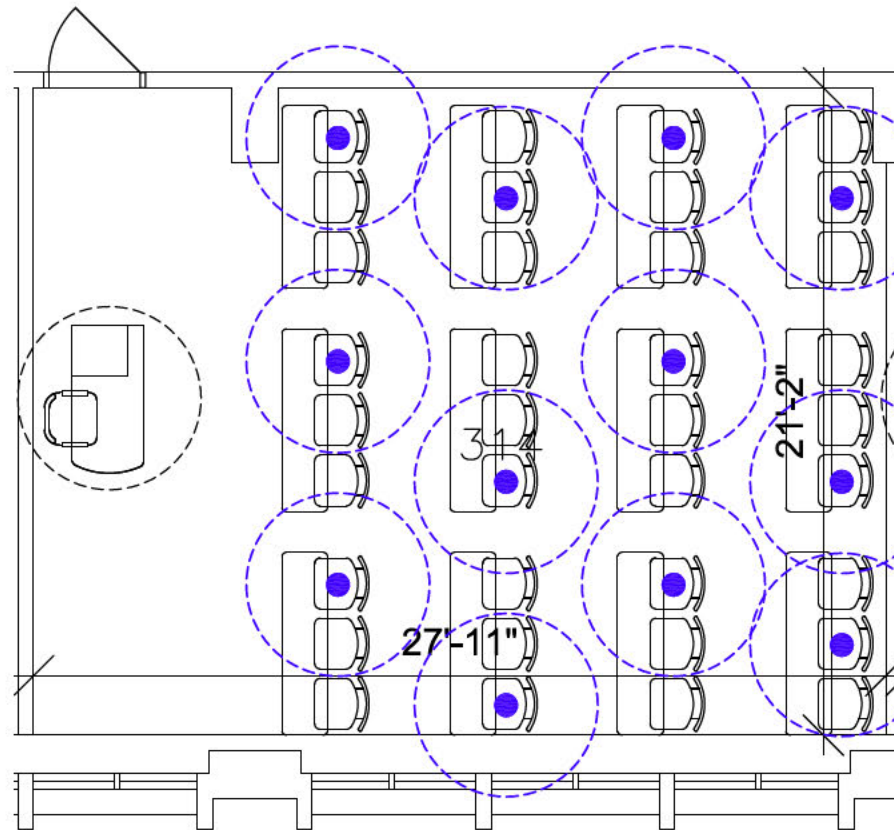
Class 1 - 12 Chairs ■

Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

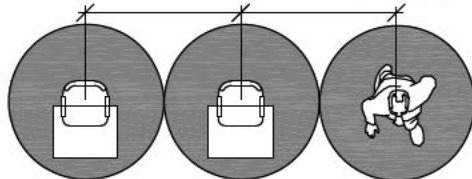
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 314 - Class 2

SCALE: N.T.S

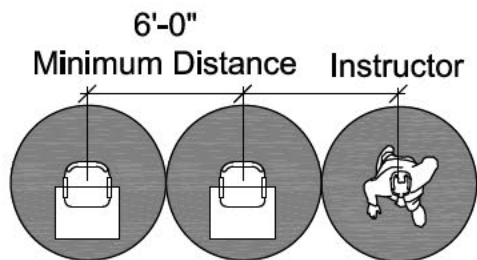
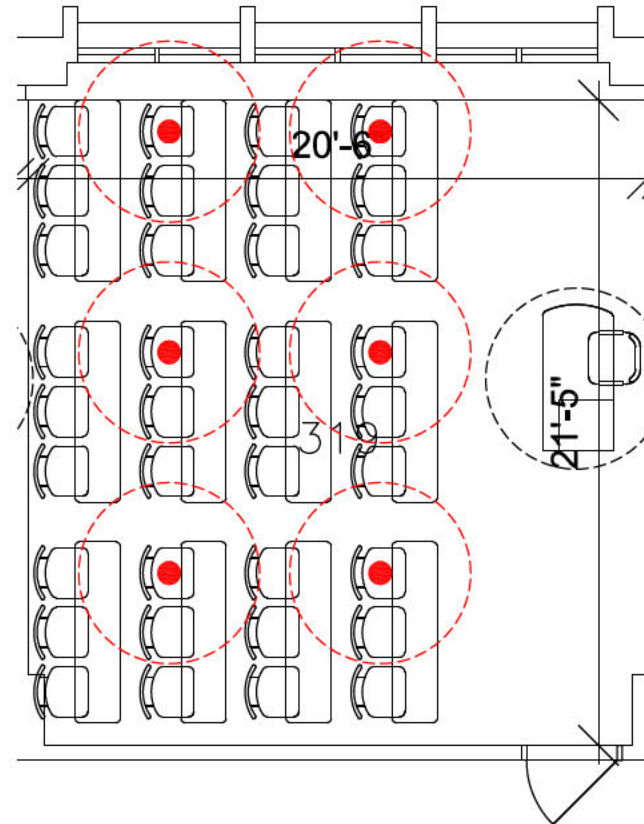
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 319 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

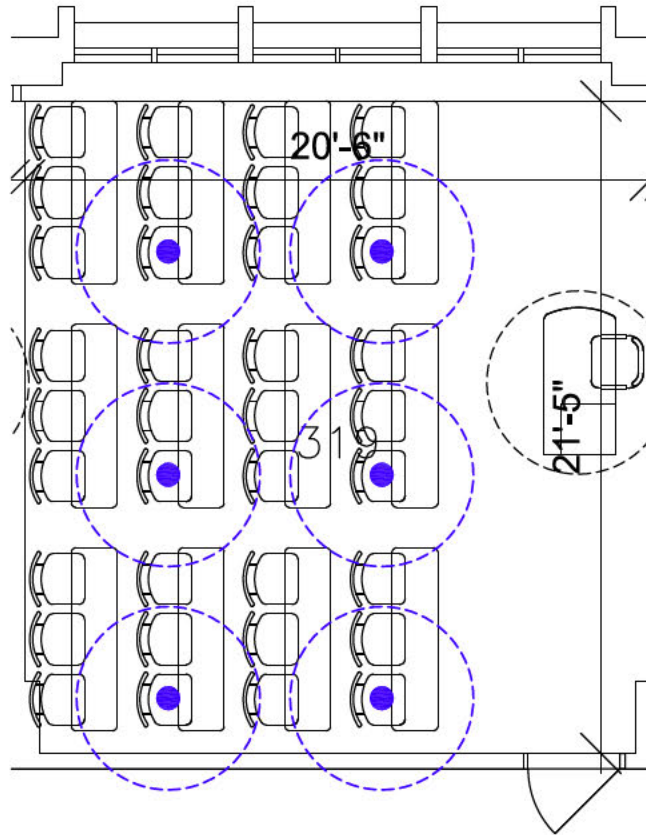
Class 1 - 6 Chairs ■

Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

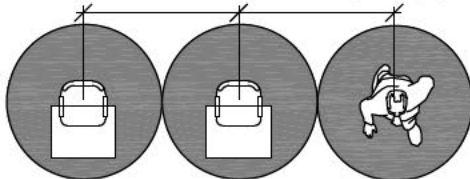
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 319 - Class 2

SCALE: N.T.S

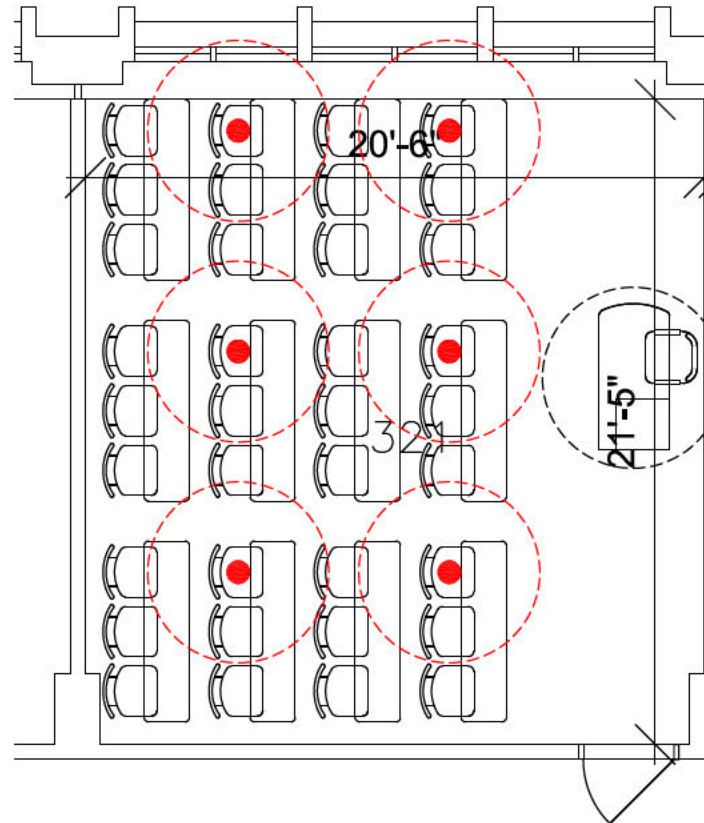
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

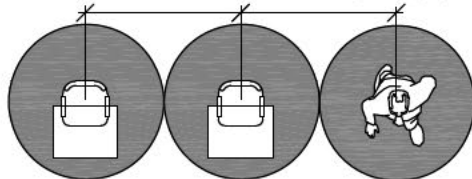
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 321 - Class 1

SCALE: N.T.S

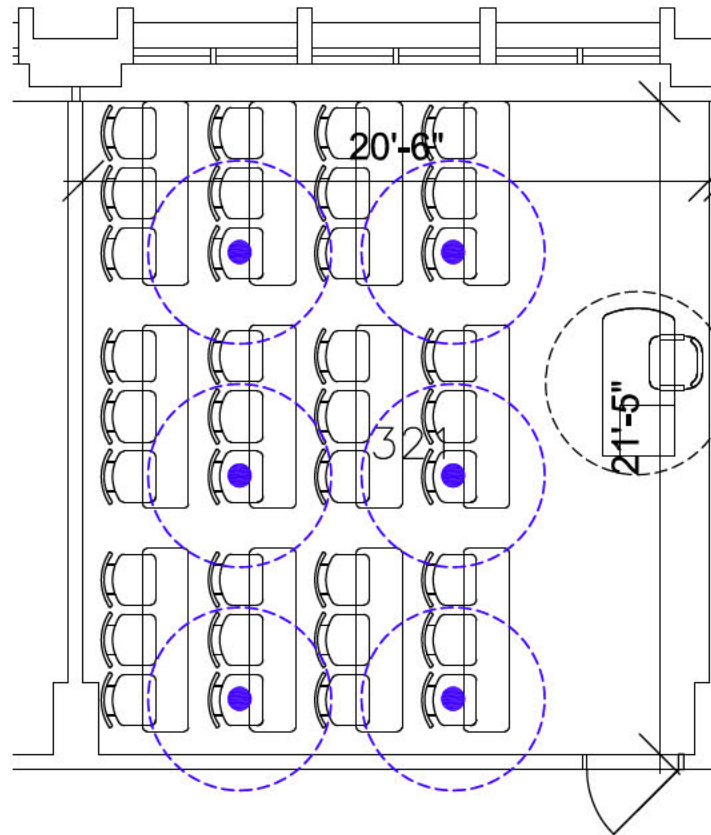
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

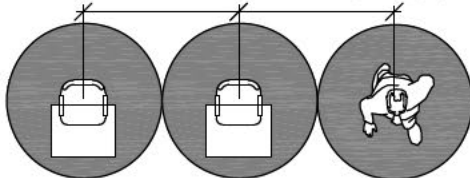
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

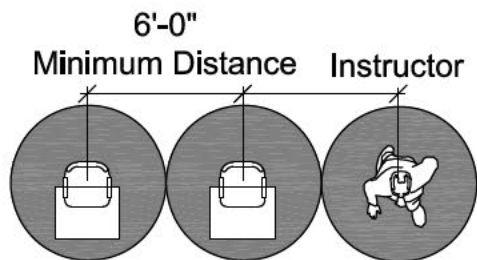
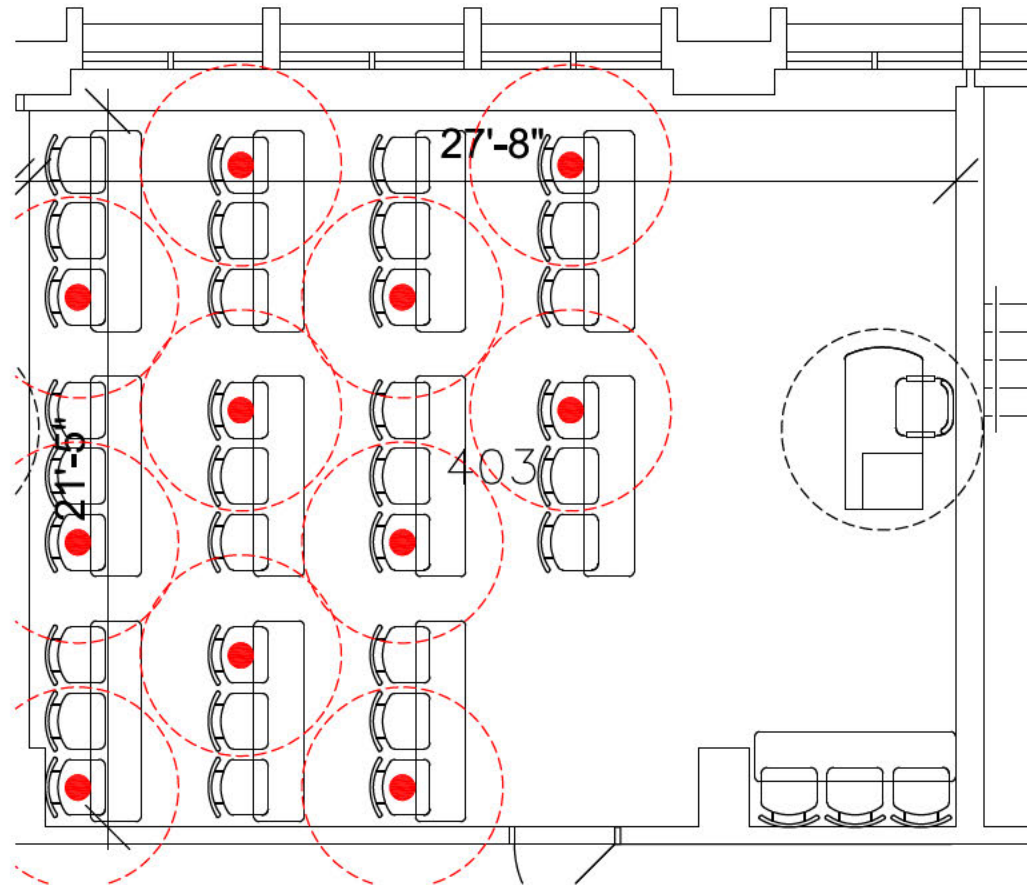
Faculty Memorial Hall - Room 321 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 11 Chairs ■
 Total - 22 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)

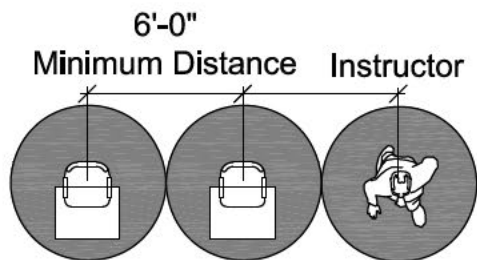
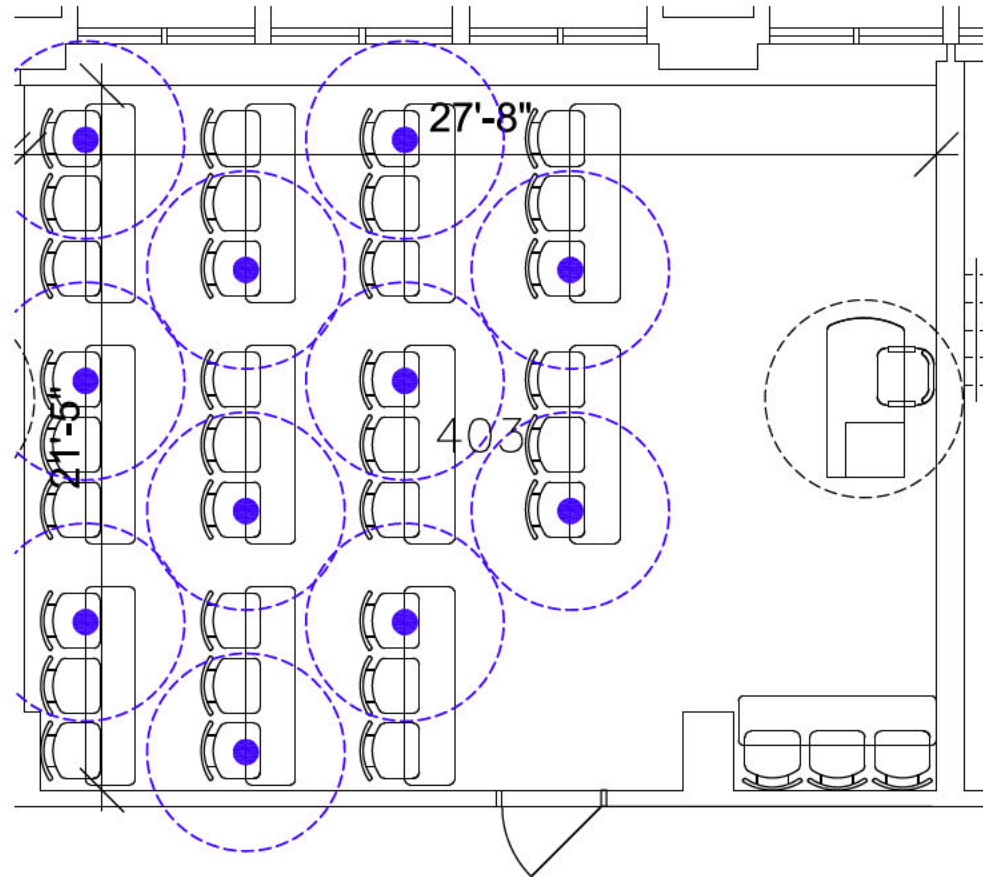


1 Faculty Memorial Hall - Room 403 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 11 Chairs ■
 Total - 22 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



2 Faculty Memorial Hall - Room 403 - Class 2
 SCALE: N.T.S

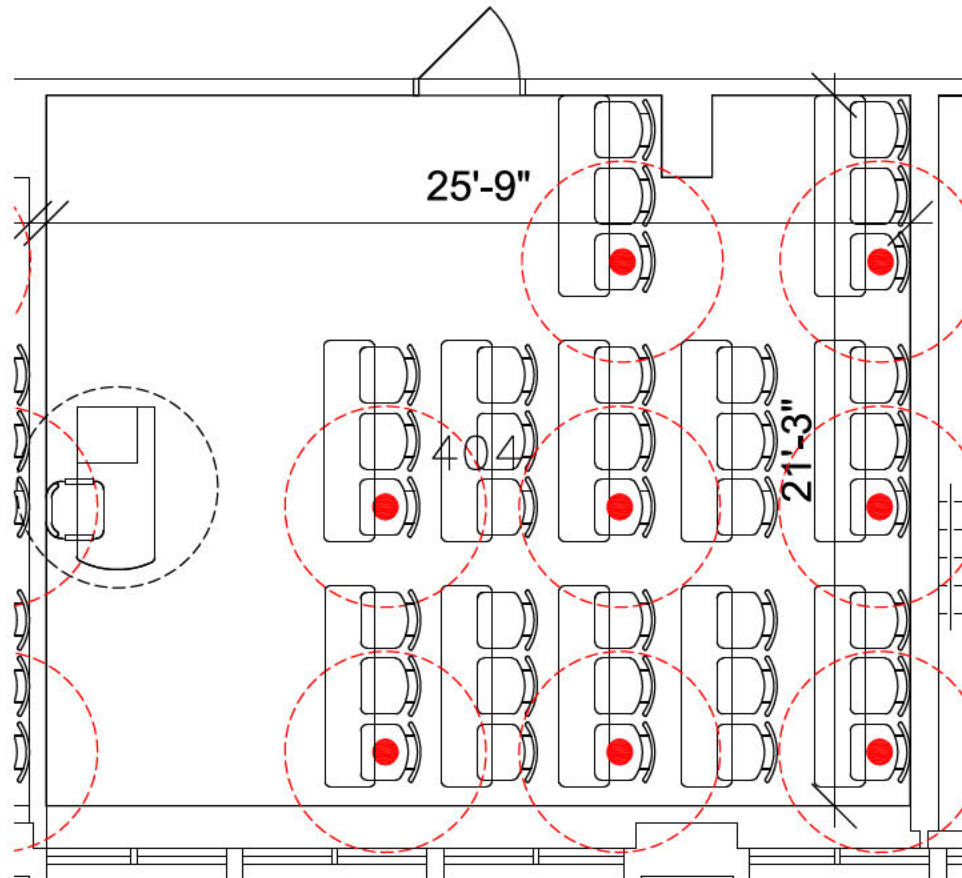
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

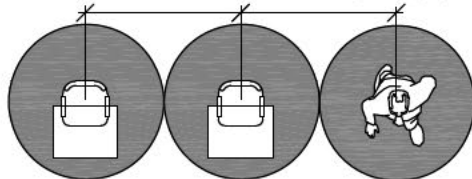
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 404 - Class 1

SCALE: N.T.S

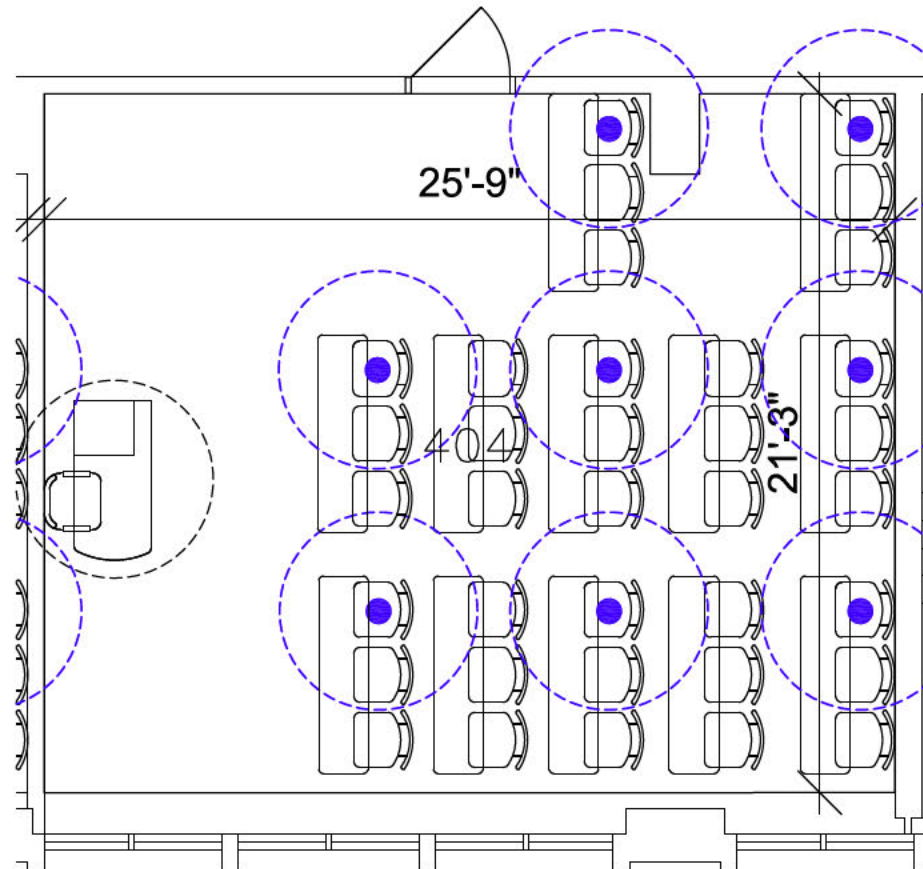
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

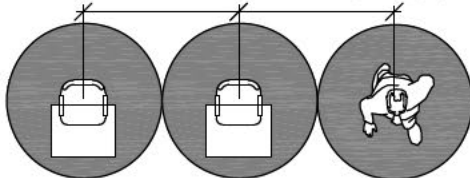
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

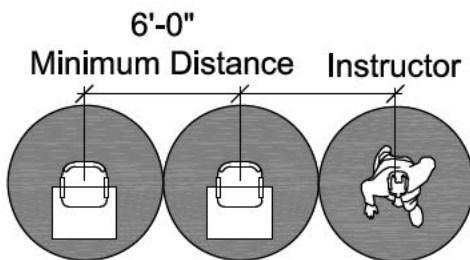
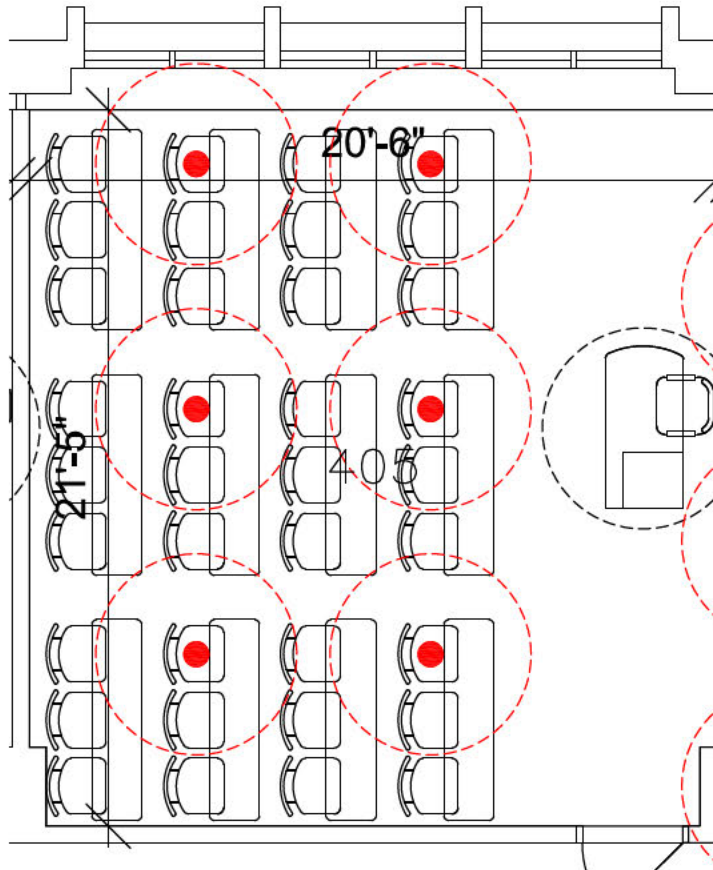
Faculty Memorial Hall - Room 404 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 6 Chairs ■
 Class 2 - 6 Chairs ■
 Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1 Faculty Memorial Hall - Room 405 - Class 1
 SCALE: N.T.S

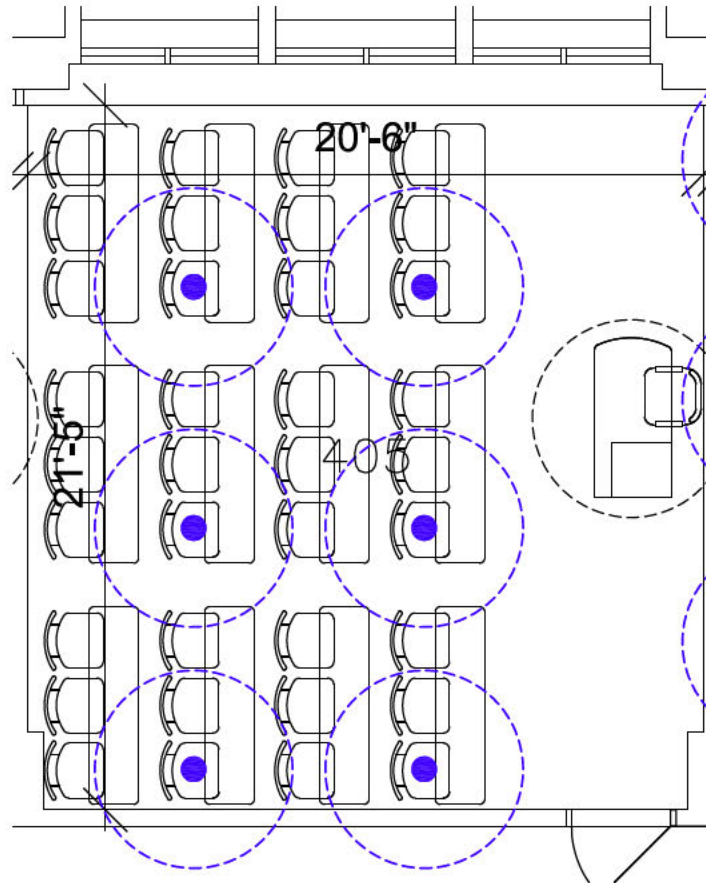
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

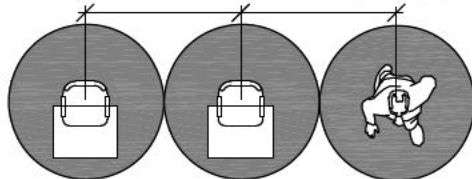
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 405 - Class 2

SCALE: N.T.S

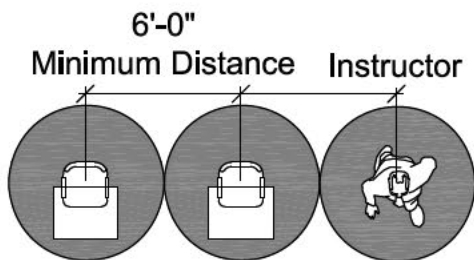
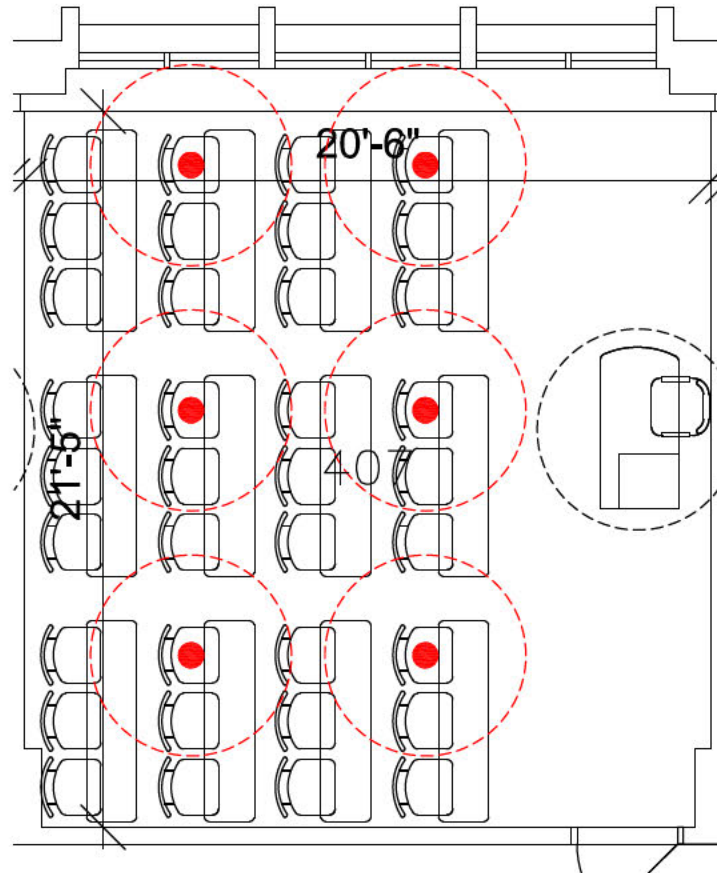
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (36)



1

Faculty Memorial Hall - Room 407 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

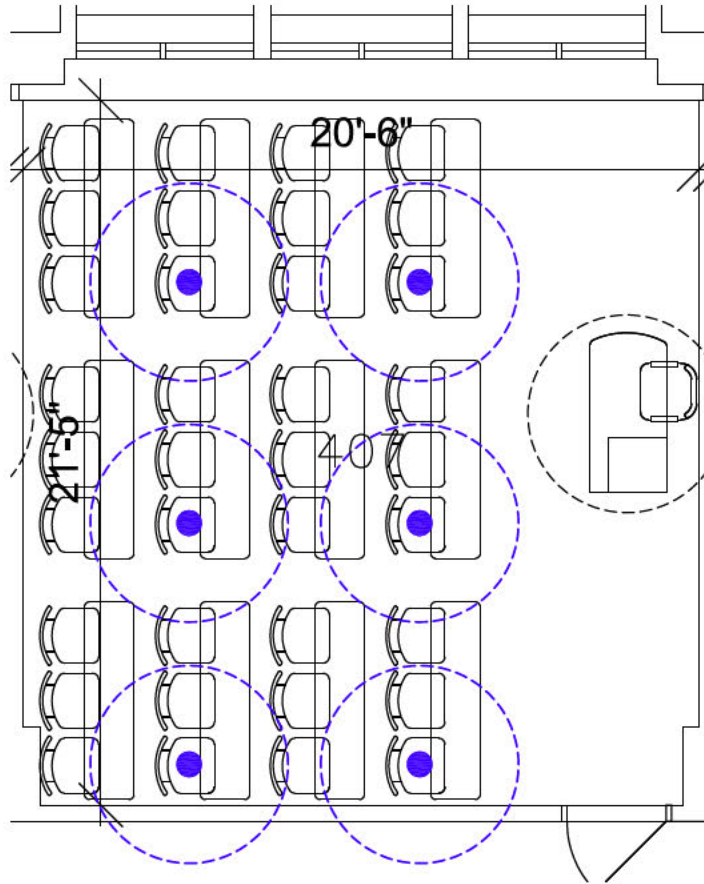
Class 1 - 6 Chairs ■

Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

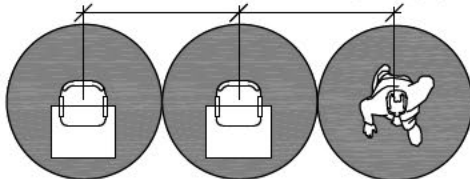
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 407 - Class 2

SCALE: N.T.S

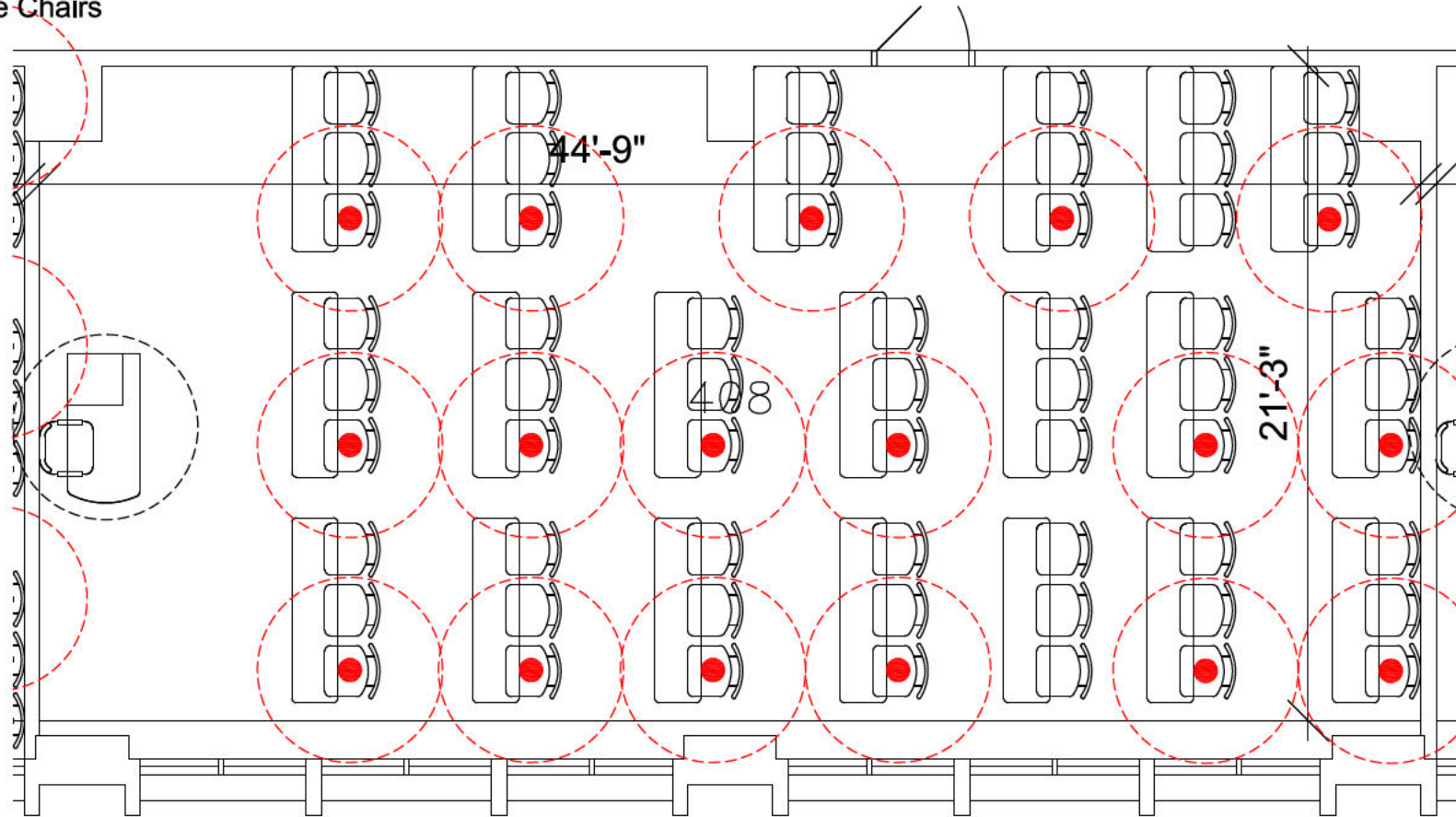
Proposed Modified
Desk Count per Class

Class 1 - 17 Chairs ■
Class 2 - 17 Chairs ■

Total - 34 Safe Chairs

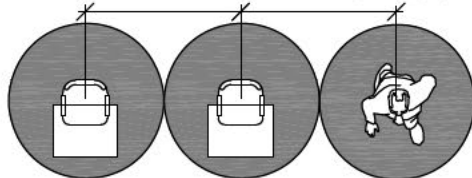
Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 408 - Class 1

SCALE: N.T.S

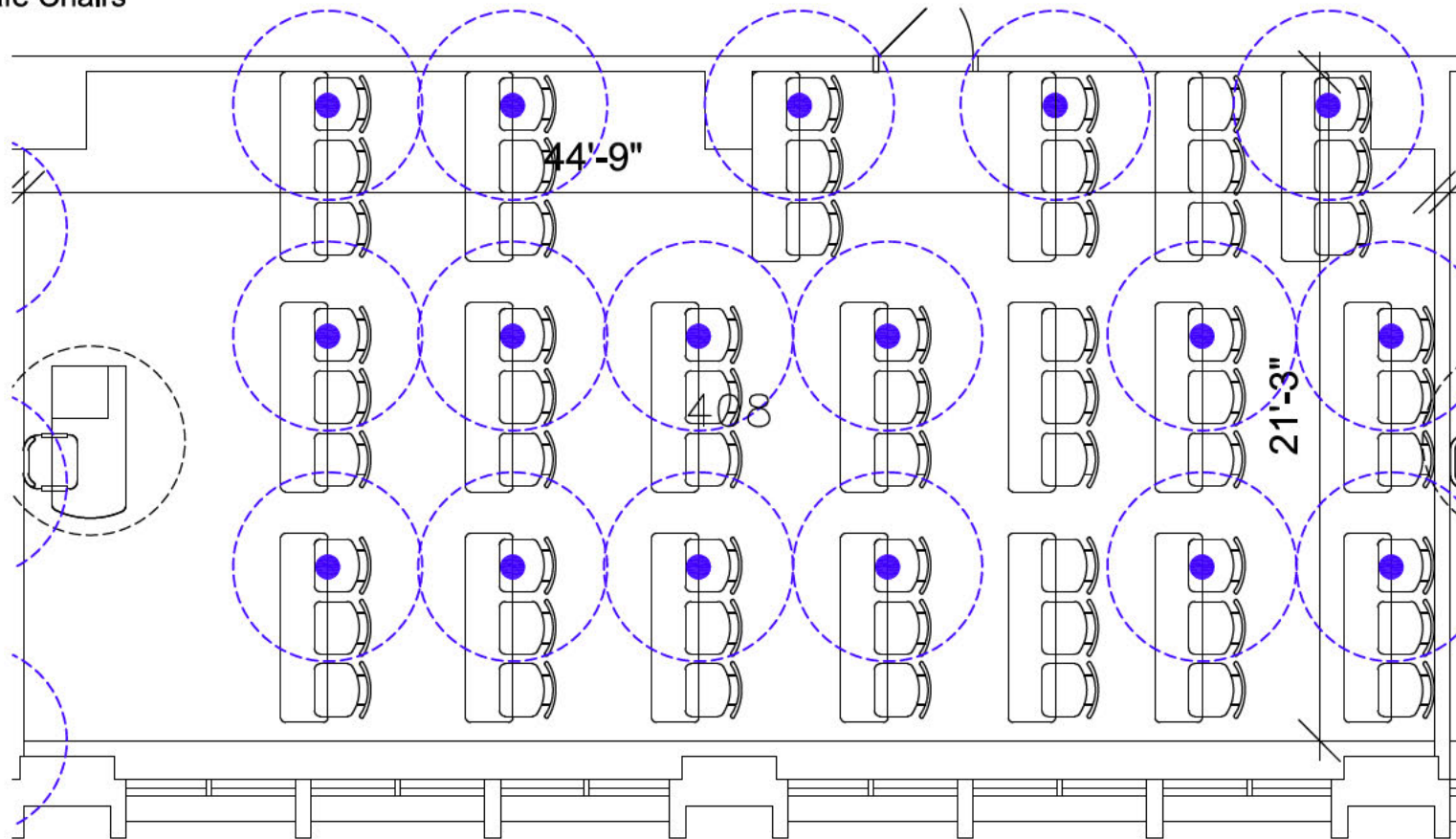
Proposed Modified
Desk Count per Class

Class 1 - 17 Chairs ■
Class 2 - 17 Chairs ■

Total - 34 Safe Chairs

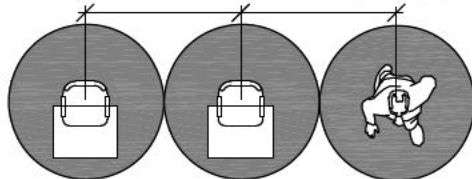
Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 408 - Class 2

SCALE: N.T.S

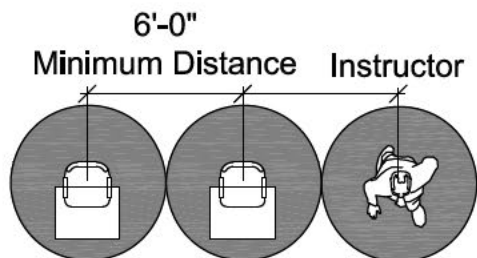
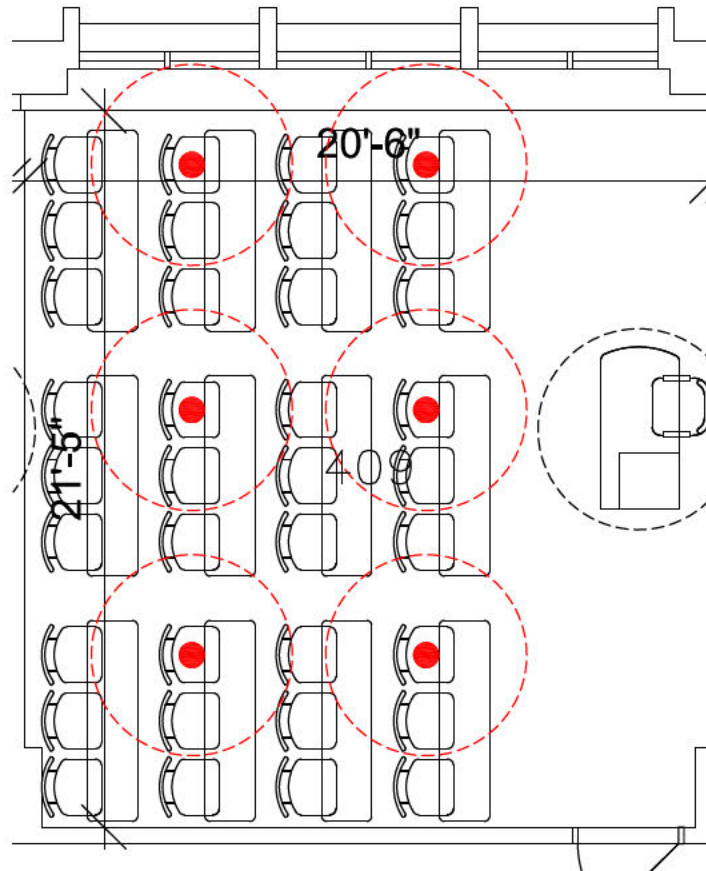
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (33)



1 Faculty Memorial Hall - Room 409 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

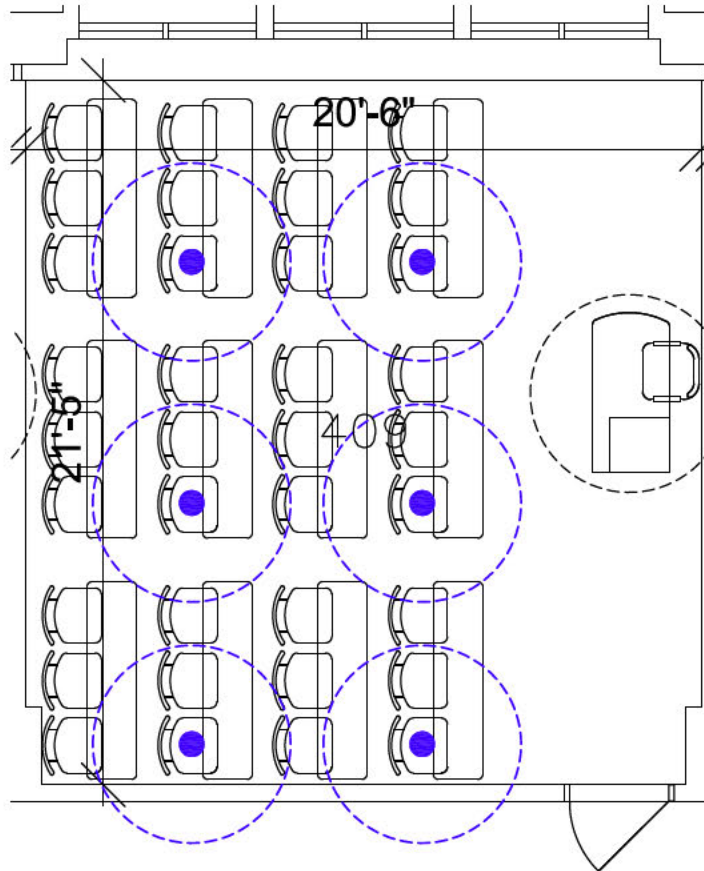
Class 1 - 6 Chairs ■

Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

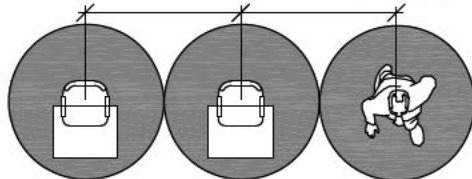
Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 409 - Class 2

SCALE: N.T.S

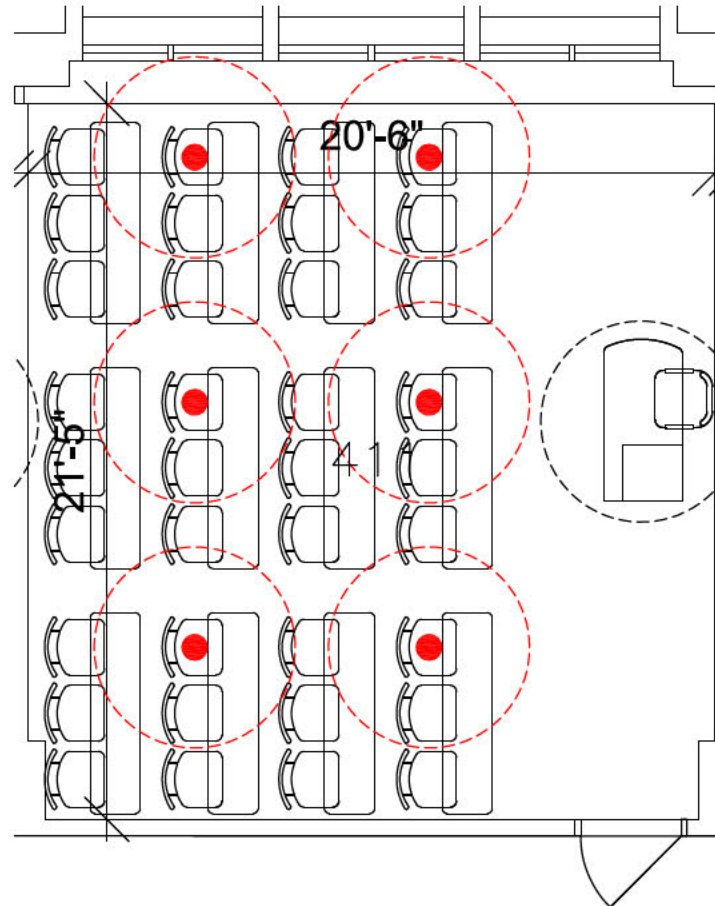
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

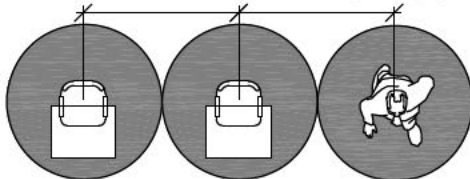
Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



1

Faculty Memorial Hall - Room 411 - Class 1

SCALE: N.T.S

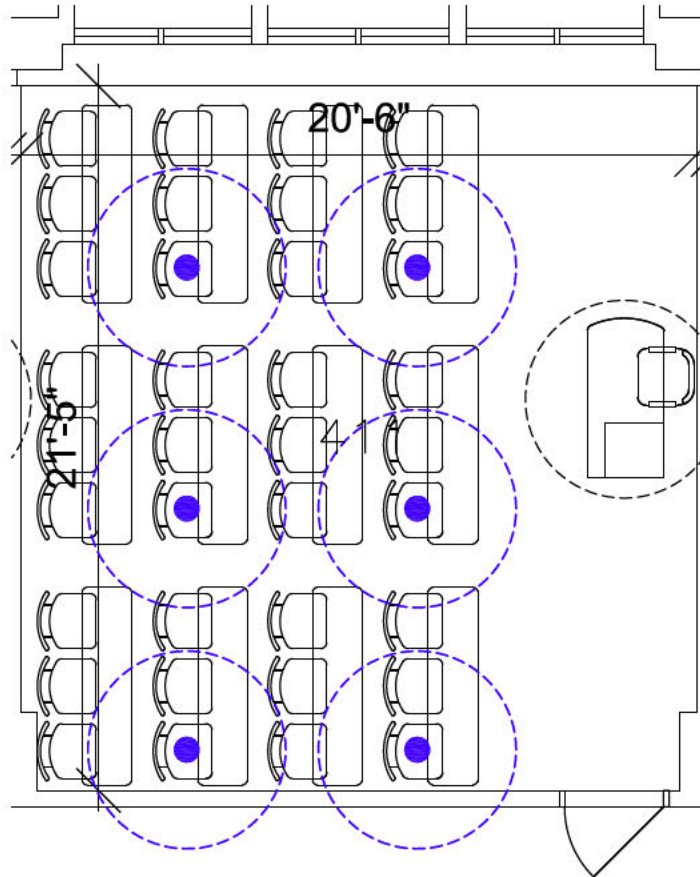
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs ■
Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

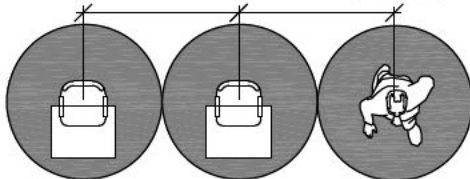
Social Distance Space Requirements

Existing Room Desk Count (33)



6'-0"

Minimum Distance Instructor



2

Faculty Memorial Hall - Room 411 - Class 2

SCALE: N.T.S

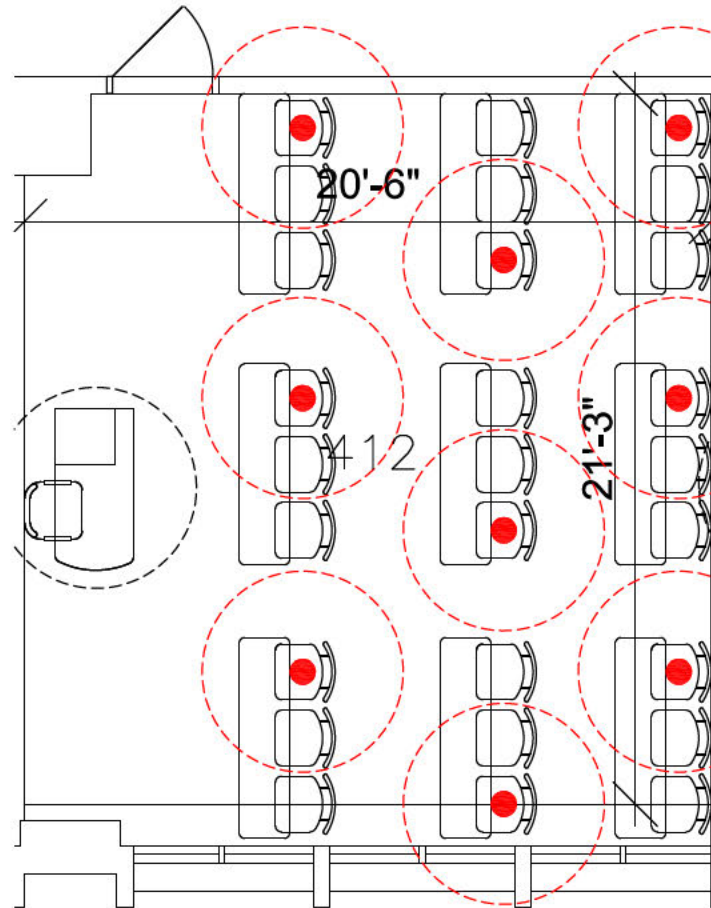
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

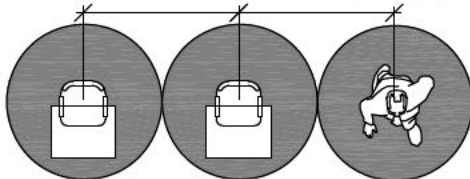
Social Distance Space Requirements

Existing Room Desk Count (27)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 412 - Class 1
SCALE: N.T.S

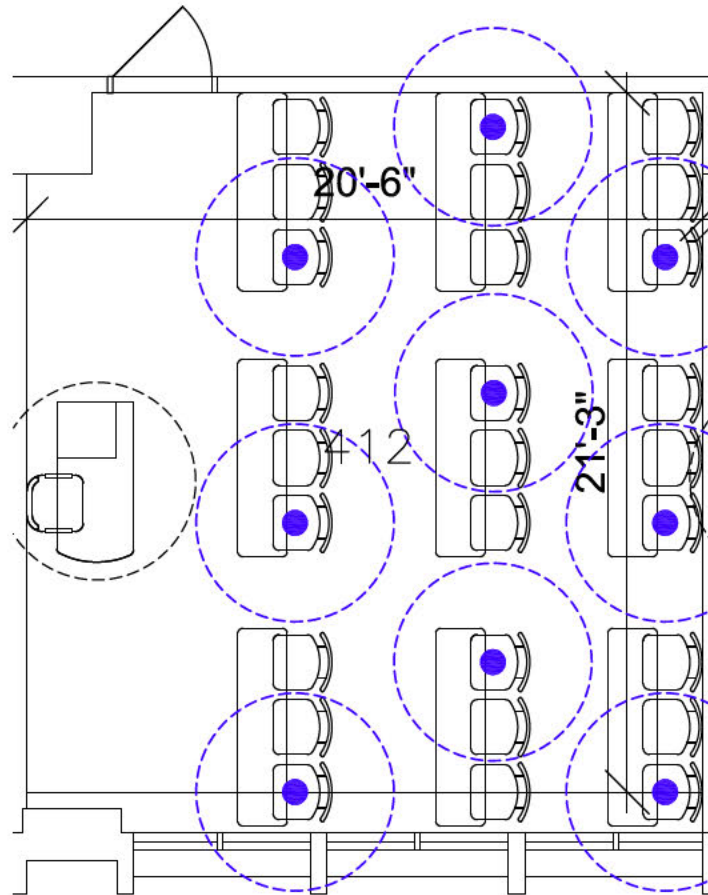
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 9 Chairs ■

Total - 18 Safe Chairs

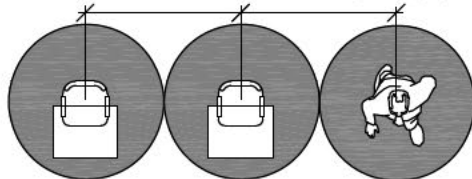
Social Distance Space Requirements

Existing Room Desk Count (27)





6'-0"

Minimum Distance Instructor



2 Faculty Memorial Hall - Room 412 - Class 2
SCALE: N.T.S

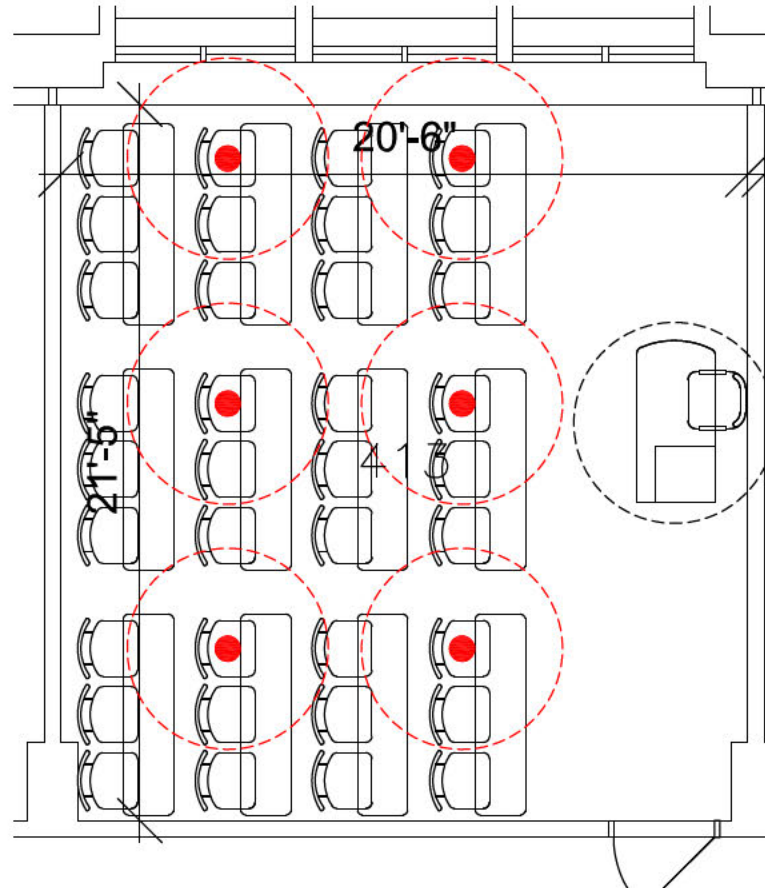
Proposed Modified
Desk Count per Class

Class 1 - 6 Chairs 
Class 2 - 6 Chairs 

Total - 12 Safe Chairs

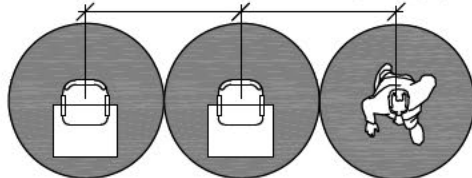
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



1 Faculty Memorial Hall - Room 413 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

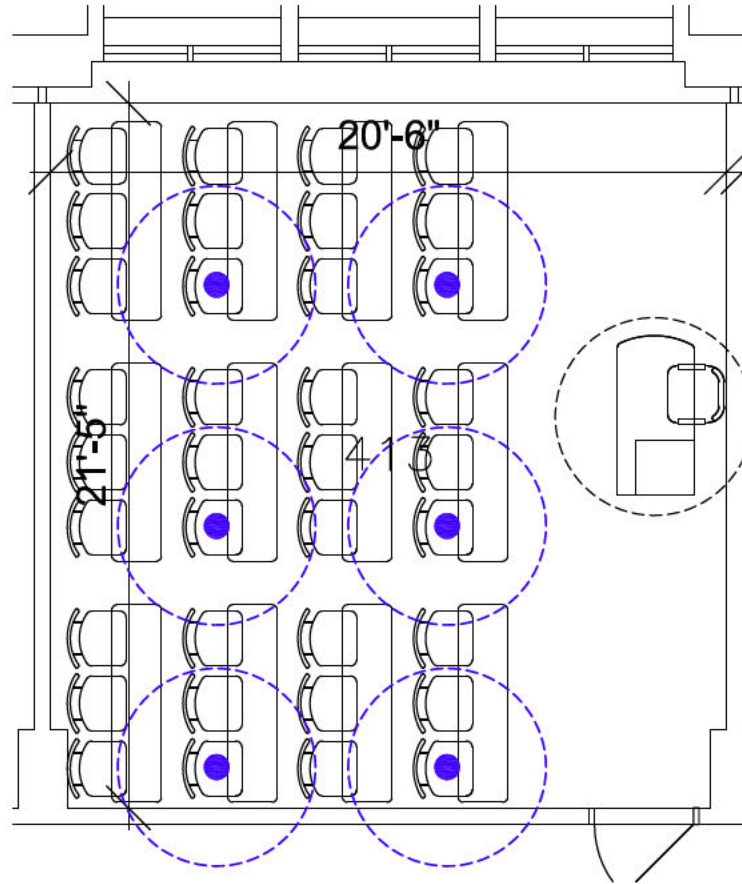
Class 1 - 6 Chairs ■

Class 2 - 6 Chairs ■

Total - 12 Safe Chairs

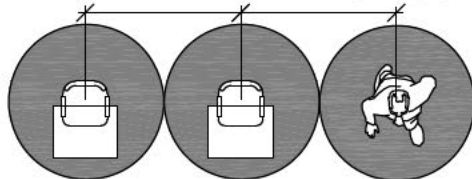
Social Distance Space Requirements

Existing Room Desk Count (36)



6'-0"

Minimum Distance Instructor



2

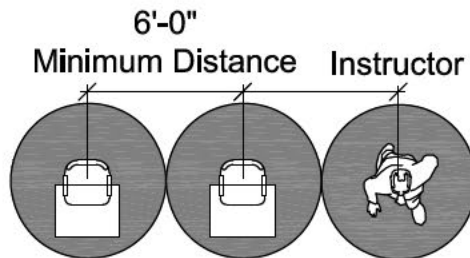
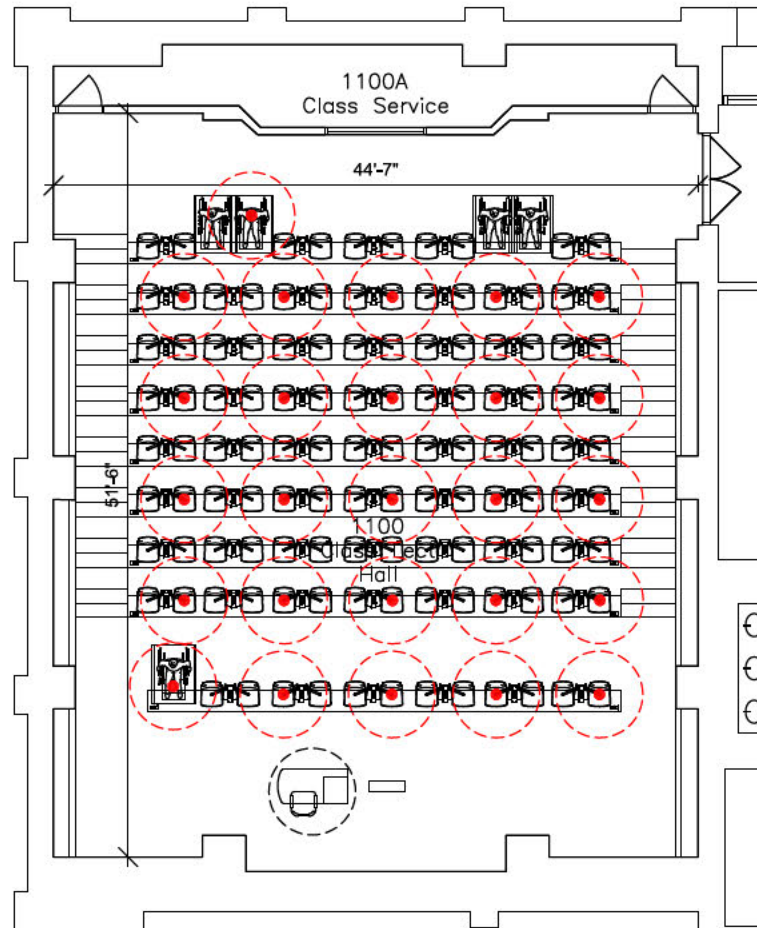
Faculty Memorial Hall - Room 413 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 26 Chairs ■
 Class 2 - 25 Chairs ■
 Total - 51 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (125)

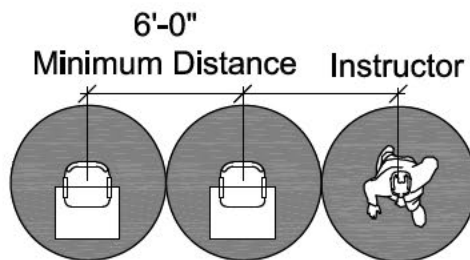
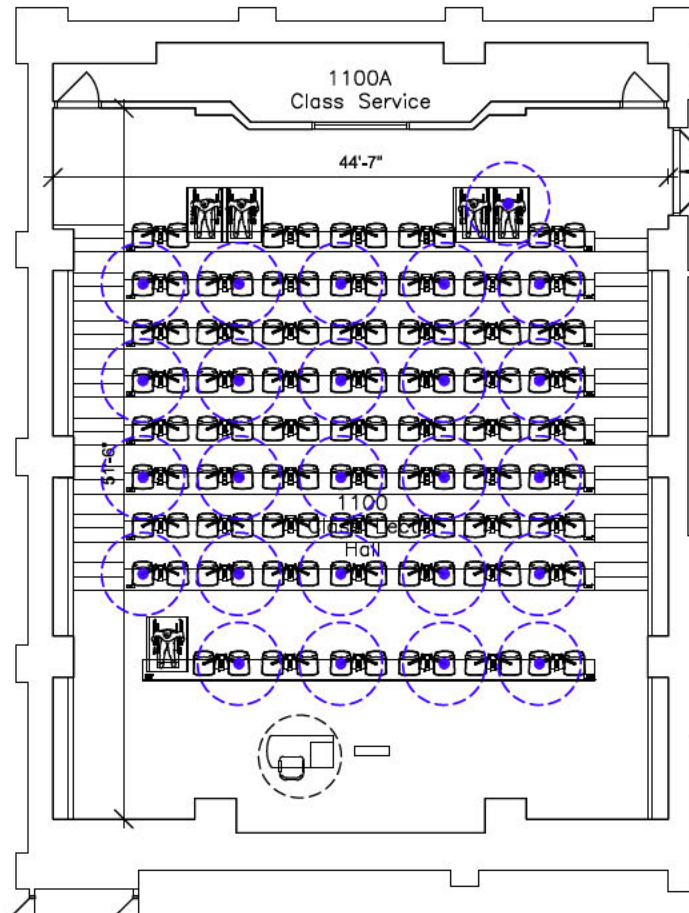


1 Guttenberg Information Technologies Center - Room 1100 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 26 Chairs ■
 Class 2 - 25 Chairs ■
 Total - 51 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (125)



1

Guttenberg Information Technologies Center - Room 1100 - Class 2

SCALE: N.T.S

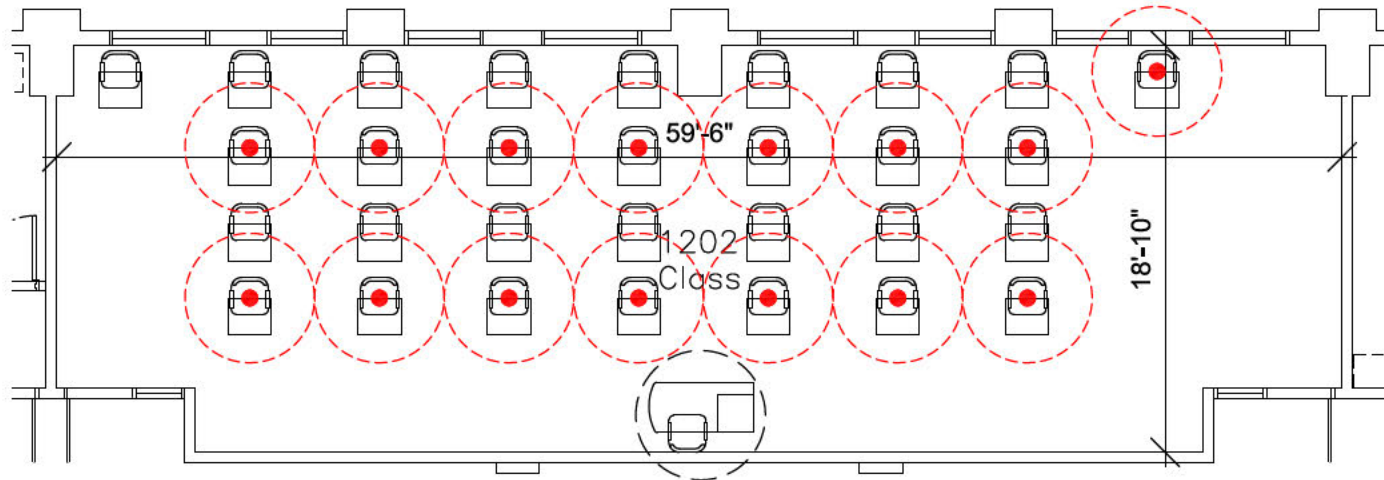
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

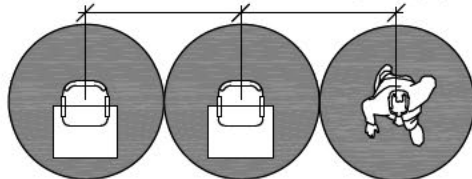
Social Distance Space Requirements

Existing Room Desk Count (30)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1202 - Class 1

SCALE: N.T.S

Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu\root\dmcommon\FaciliCAD\Drawings\GITC\FLOOR-01\GITC_F001_SPACE.dwg



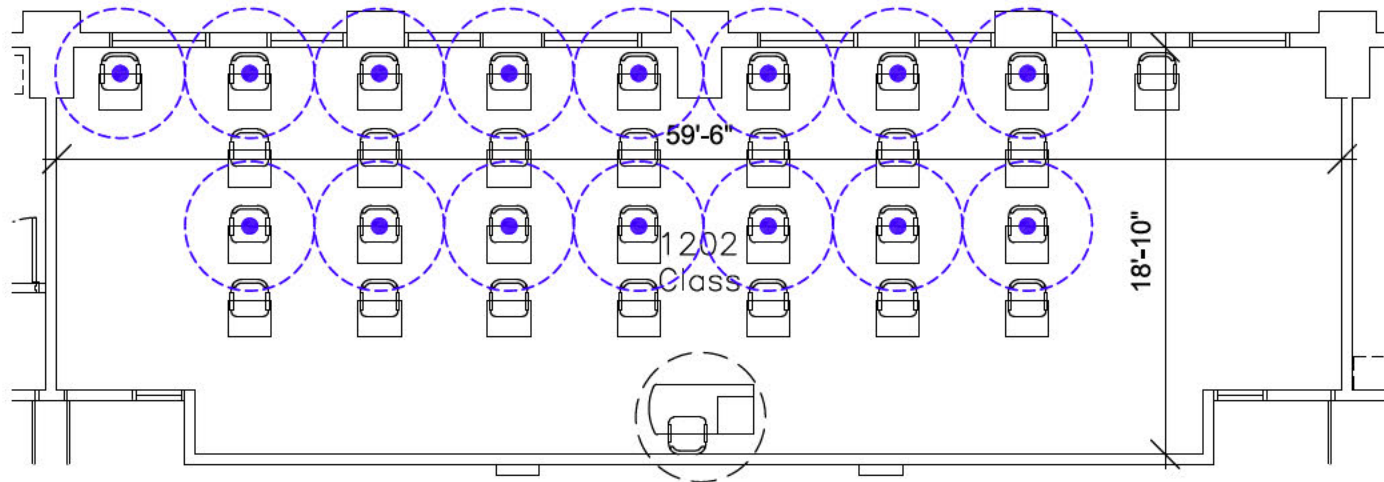
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

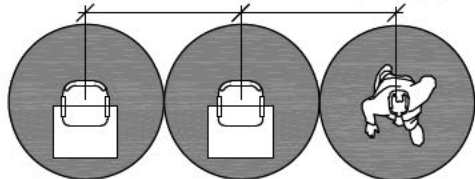
Social Distance Space Requirements

Existing Room Desk Count (30)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1202 - Class 2

SCALE: N.T.S

Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu\root\dmcommon\FaciliCAD\Drawings\GITC\FLOOR-01\GITC_F001_SPACE.dwg



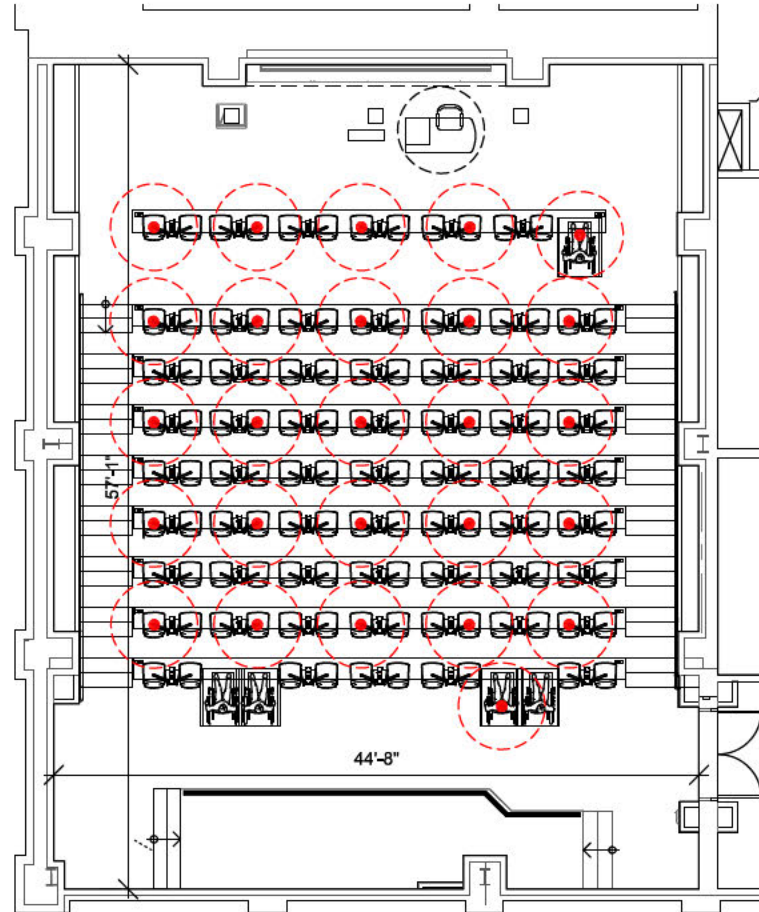
Proposed Modified
Desk Count per Class

Class 1 - 26 Chairs ■
Class 2 - 25 Chairs ■

Total - 51 Safe Chairs

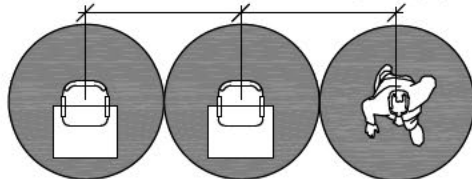
Social Distance Space Requirements

Existing Room Desk Count (125)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1400 - Class 1

SCALE: N.T.S



Proposed Modified
Desk Count per Class

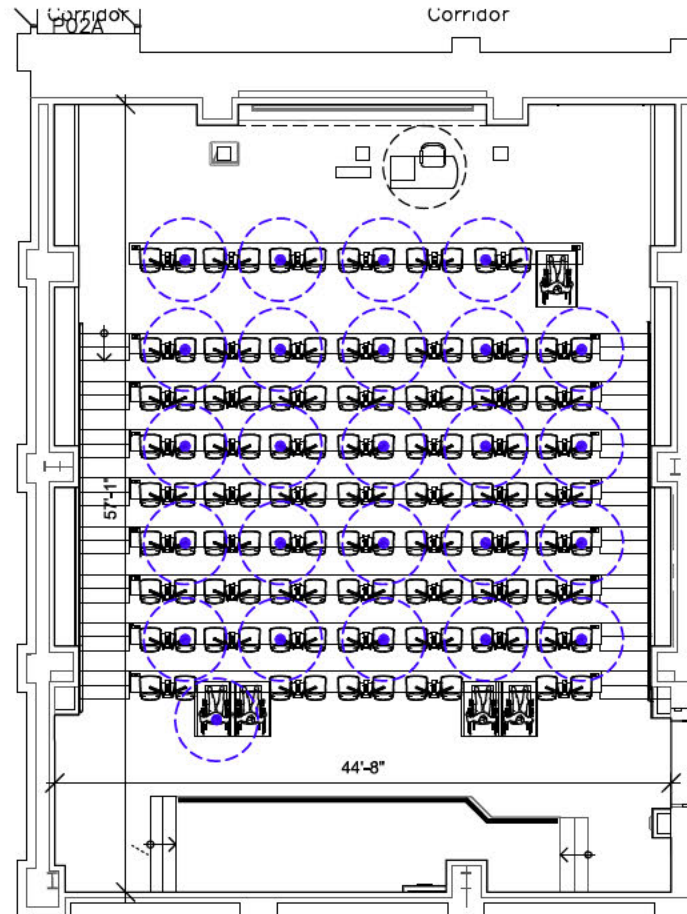
Class 1 - 26 Chairs ■

Class 2 - 25 Chairs ■

Total - 51 Safe Chairs

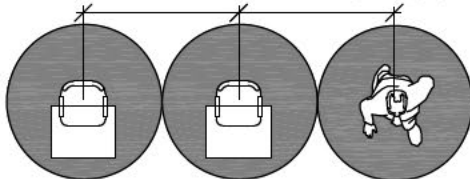
Social Distance Space Requirements

Existing Room Desk Count (125)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 1400 - Class 2

SCALE: N.T.S

Campus Planning, Design, and Construction

Dwg filename: \\njitdm.campus.njit.edu\root\dmcommon\FaciliCAD\Drawings\GITC\FLOOR-01\GITC_F001_SPACE.dwg



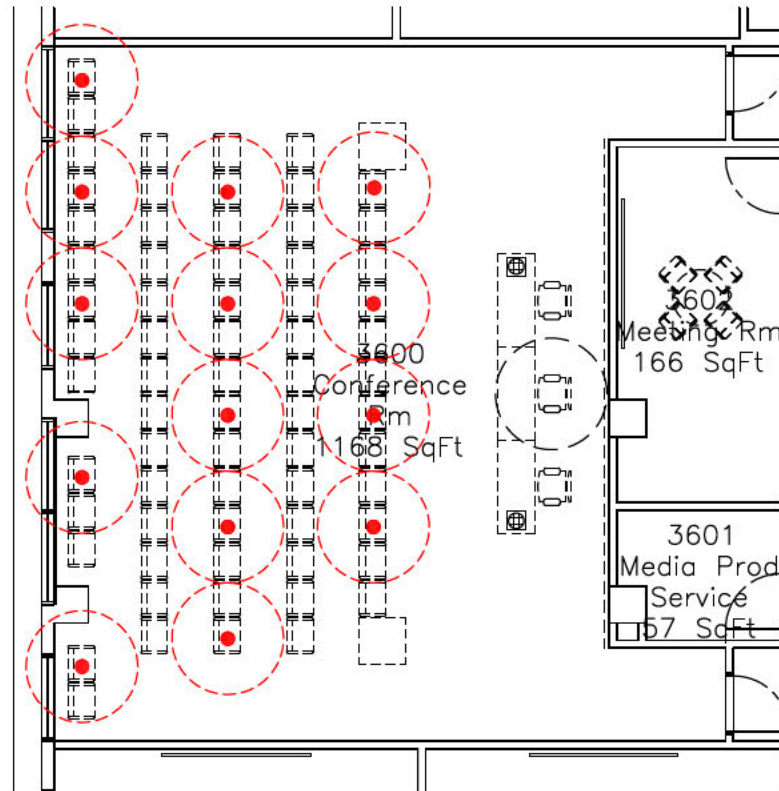
Proposed Modified
Desk Count per Class

Class 1 - 14 Chairs ■
Class 2 - 14 Chairs ■

Total - 28 Safe Chairs

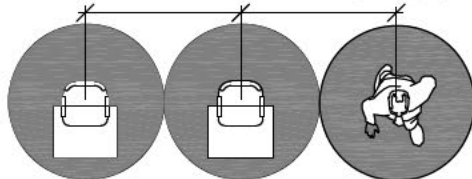
Social Distance Space Requirements

Existing Room Desk Count (68)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 3600 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

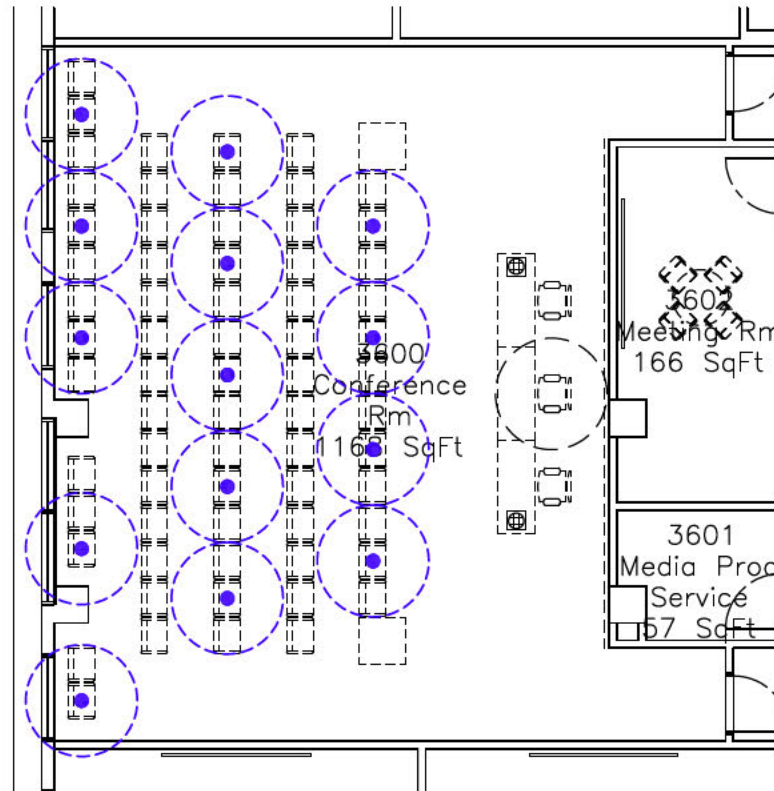
Class 1 - 14 Chairs ■

Class 2 - 14 Chairs ■

Total - 28 Safe Chairs

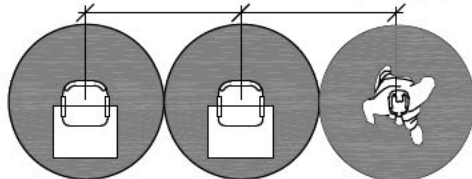
Social Distance Space Requirements

Existing Room Desk Count (68)



6'-0"

Minimum Distance Instructor



2

Guttenberg Information Technologies Center - Room 3600 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

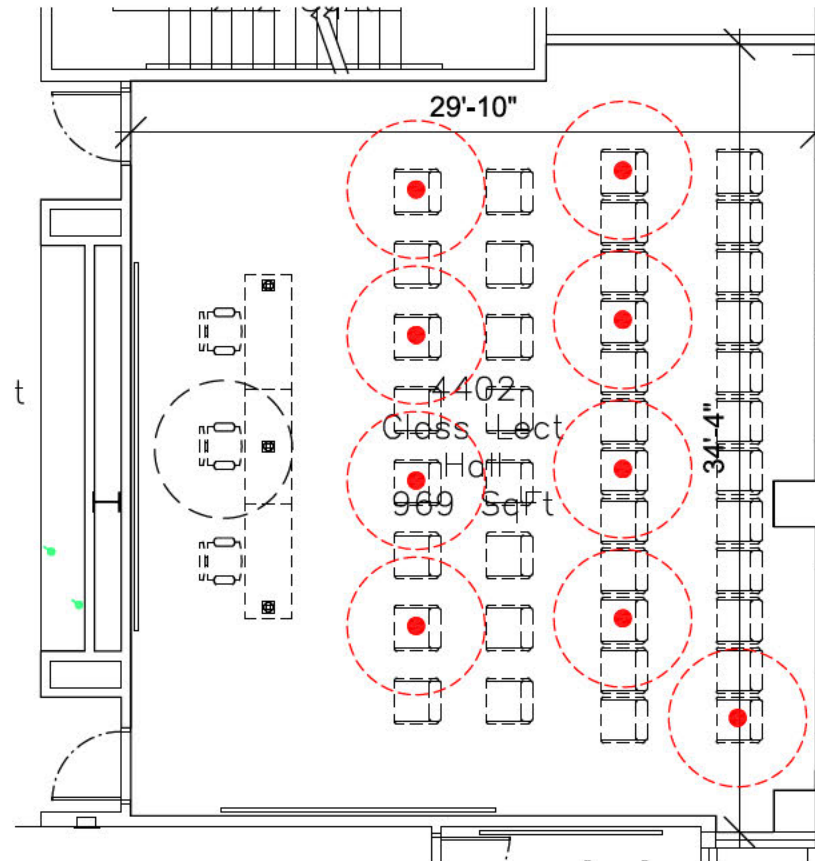
Class 1 - 9 Chairs ■

Class 2 - 8 Chairs ■

Total - 17 Safe Chairs

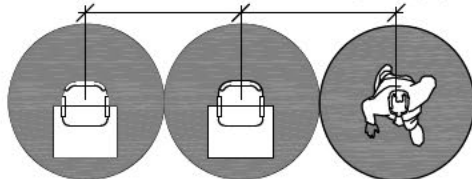
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 4402 - Class 1

SCALE: N.T.S

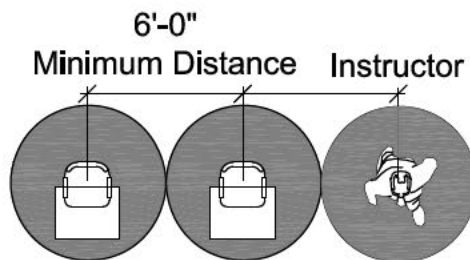
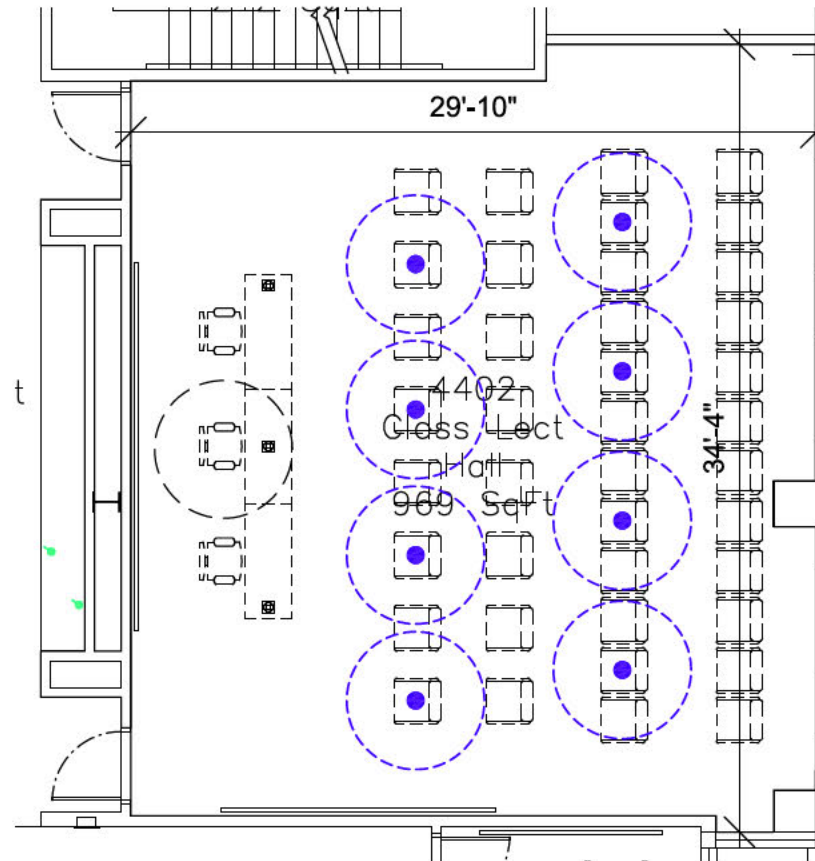
Proposed Modified
Desk Count per Class

Class 1 - 9 Chairs ■
Class 2 - 8 Chairs ■

Total - 17 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)



2

Guttenberg Information Technologies Center - Room 4402 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

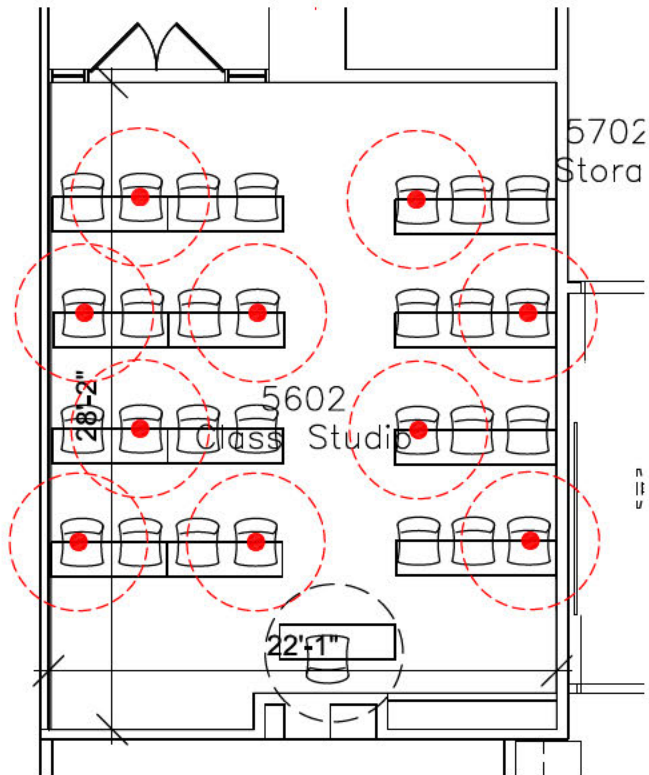
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

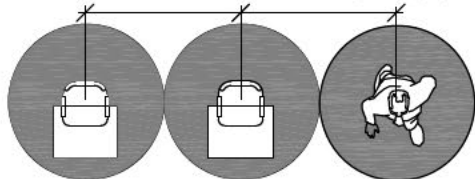
Social Distance Space Requirements

Existing Room Desk Count (28)



6'-0"

Minimum Distance Instructor



1

Guttenberg Information Technologies Center - Room 5602 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

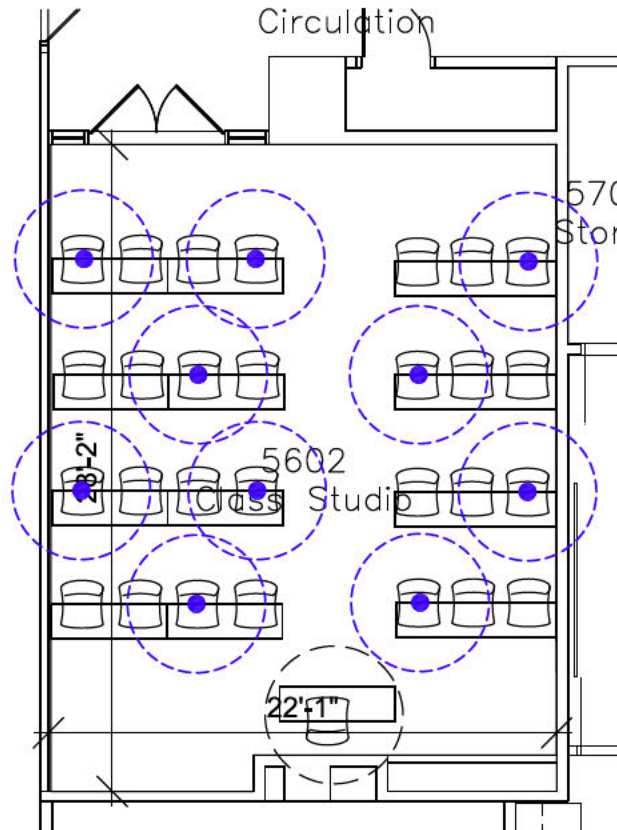
Class 1 - 10 Chairs ■

Class 2 - 10 Chairs ■

Total - 20 Safe Chairs

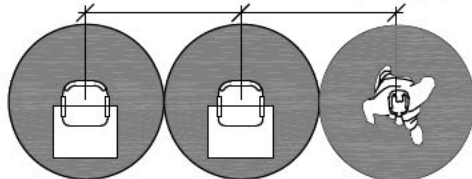
Social Distance Space Requirements

Existing Room Desk Count (28)



6'-0"

Minimum Distance Instructor



2

Guttenberg Information Technologies Center - Room 5602 - Class 2

SCALE: N.T.S

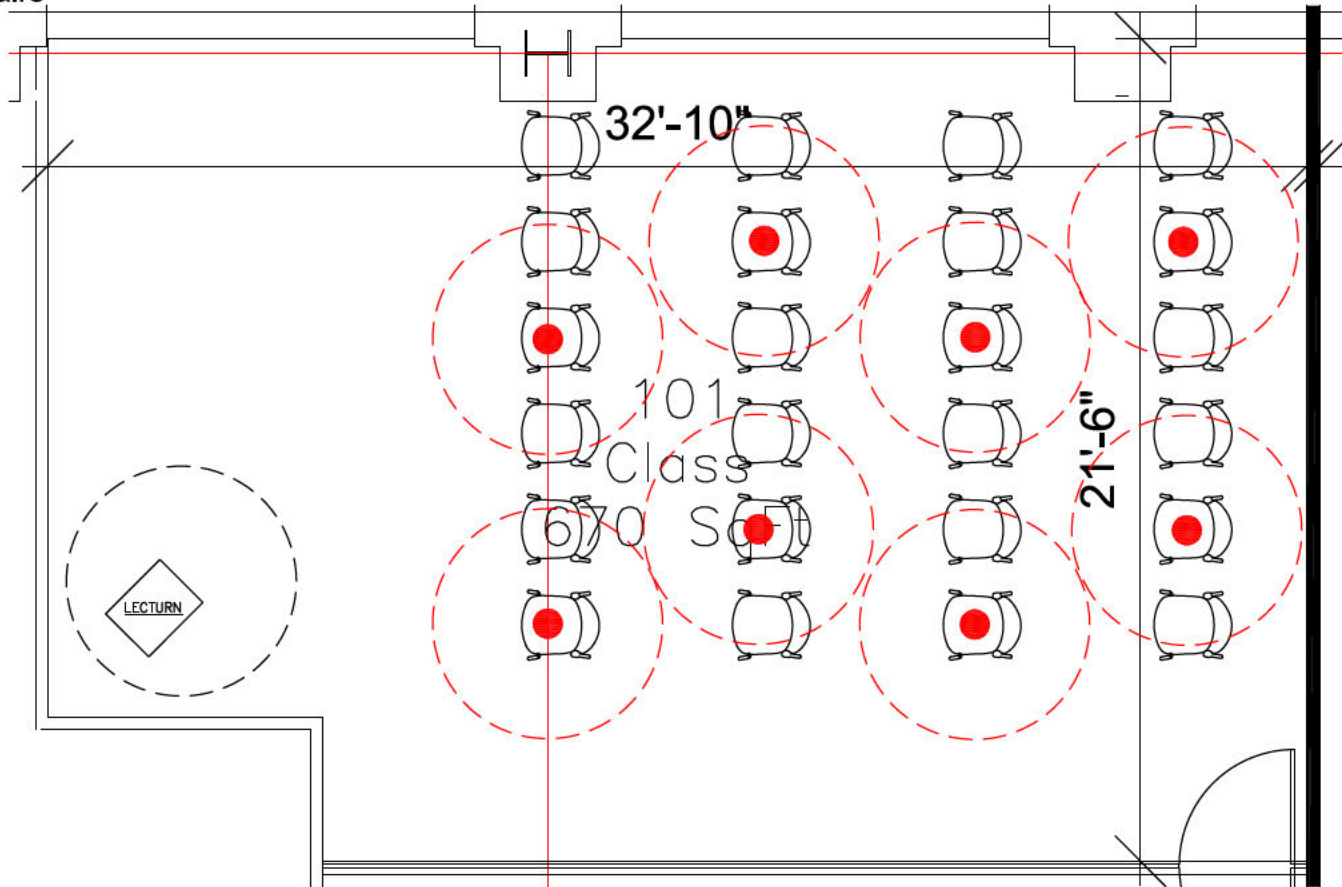
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs 
Class 2 - 8 Chairs 

Total - 16 Safe Chairs

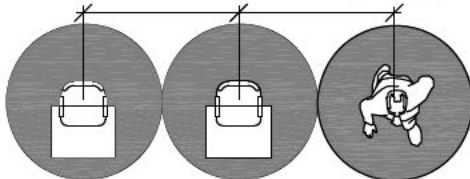
Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



1

Jersey City Satellite Building - Room 101 - Class 1

SCALE: N.T.S

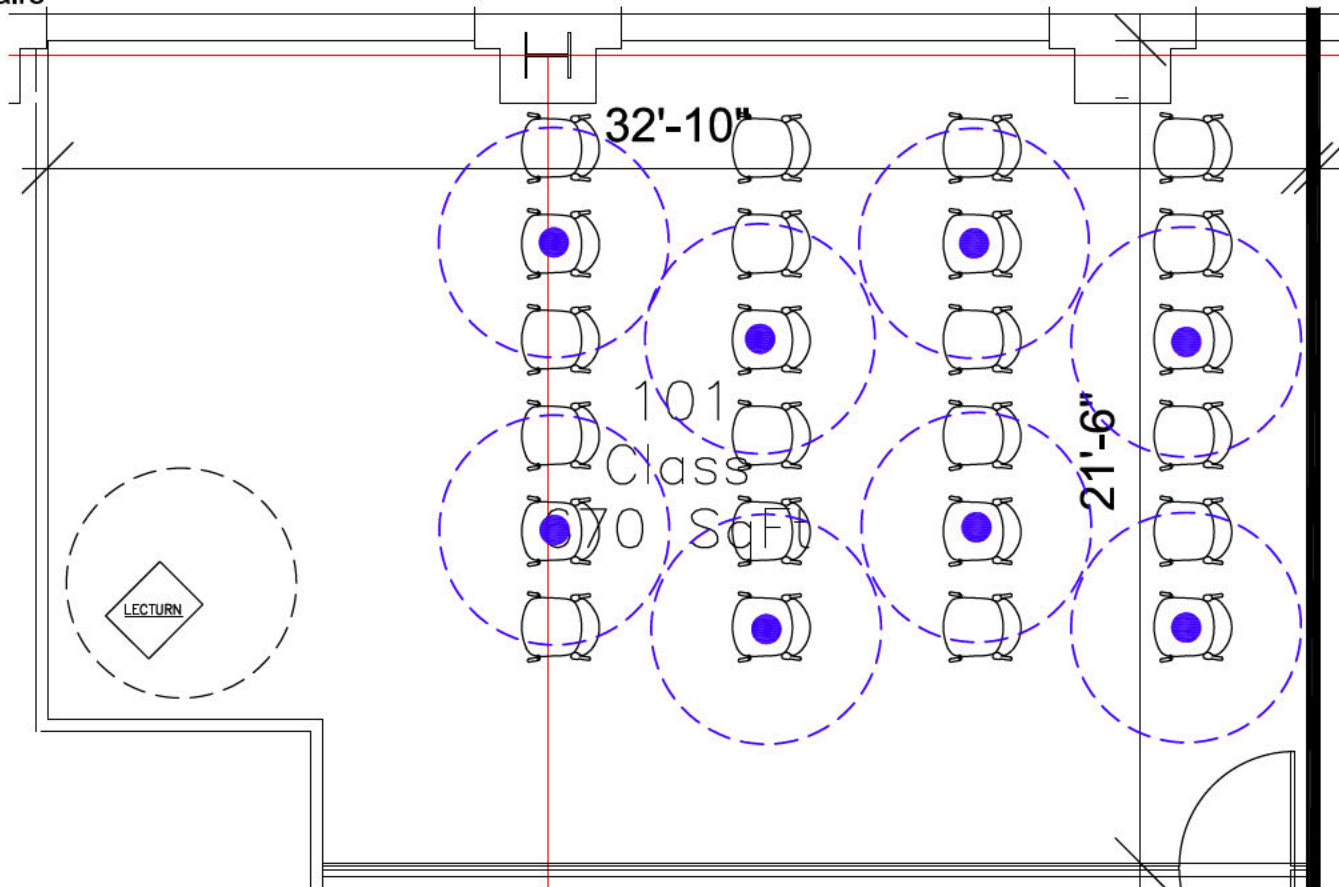
Proposed Modified
Desk Count per Class

Class 1 - 8 Chairs ■
Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

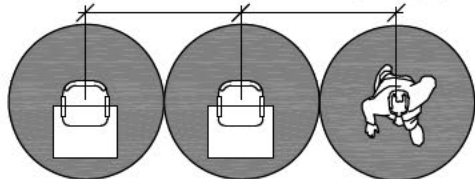
Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



2

Jersey City Satellite Building - Room 101 - Class 2

SCALE: N.T.S

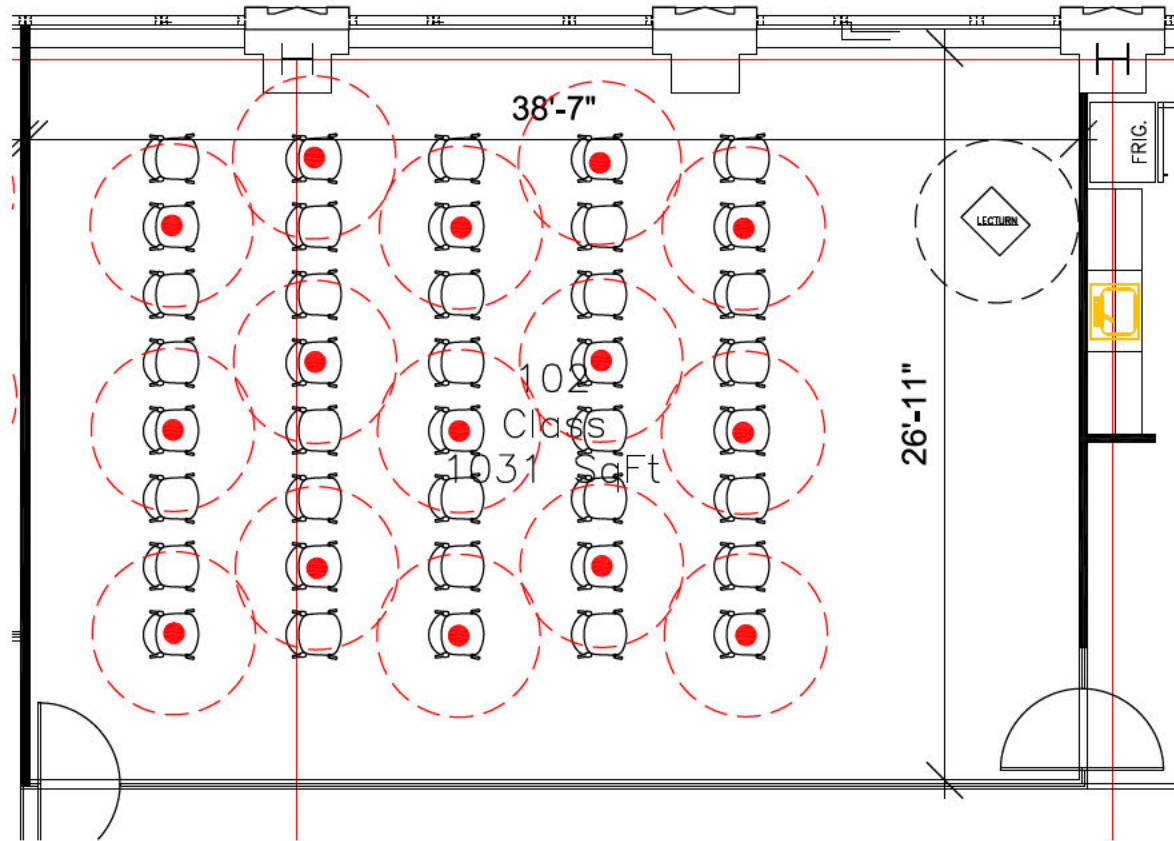
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

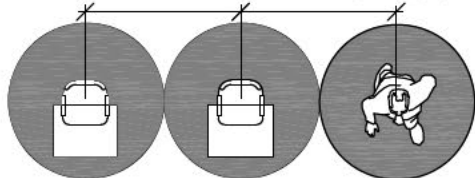
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Jersey City Satellite Building - Room 102 - Class 1

SCALE: N.T.S

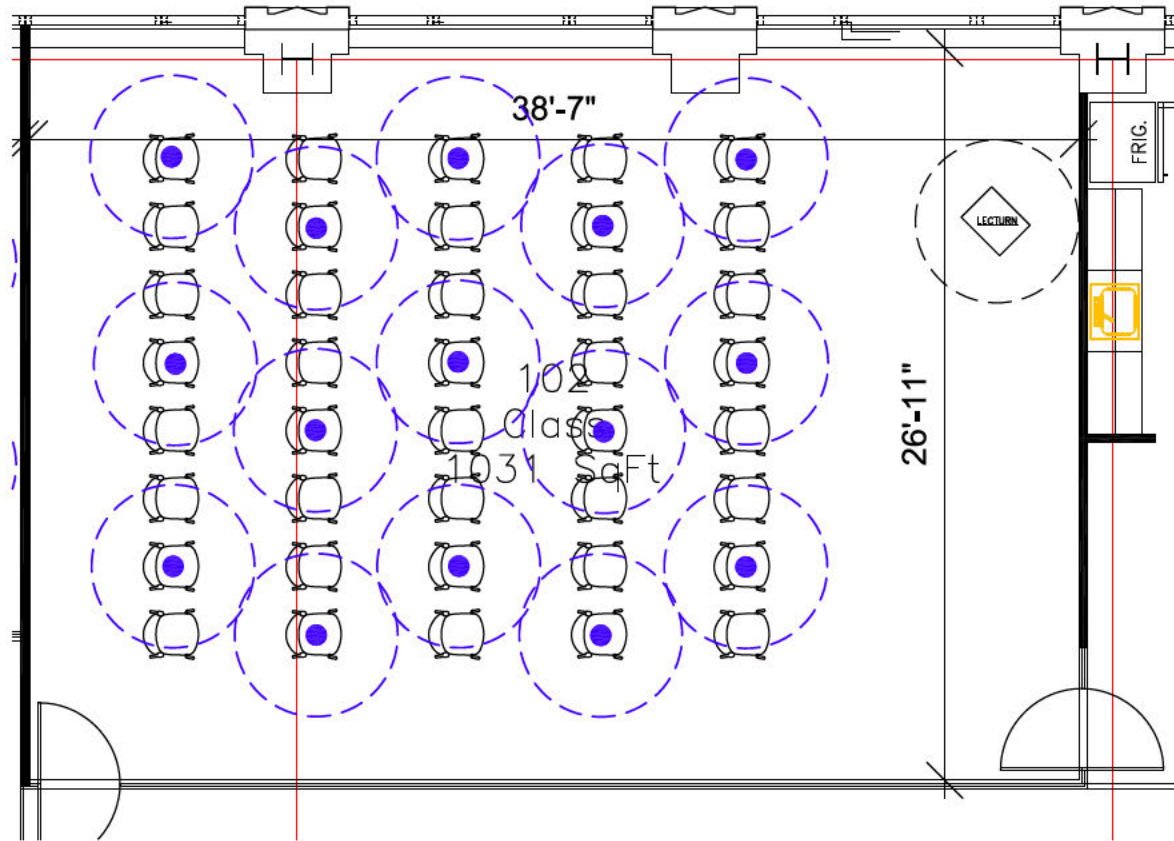
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

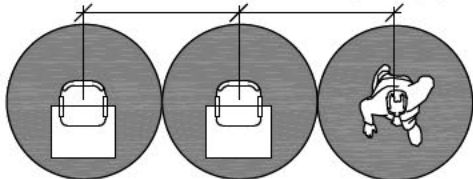
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2 Jersey City Satellite Building - Room 102 - Class 2
SCALE: N.T.S

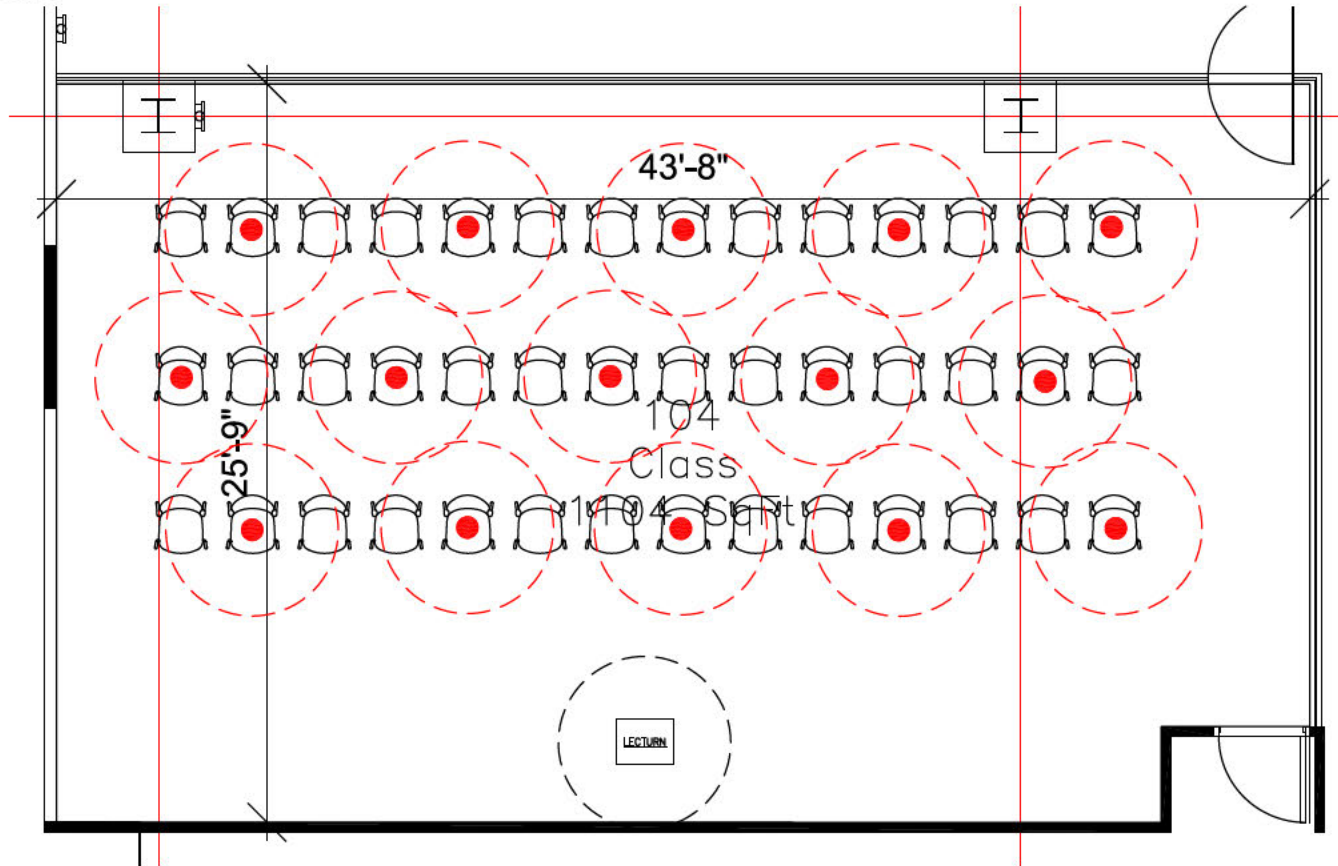
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

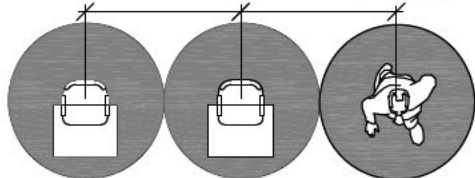
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Jersey City Satellite Building - Room 104 - Class 1

SCALE: N.T.S

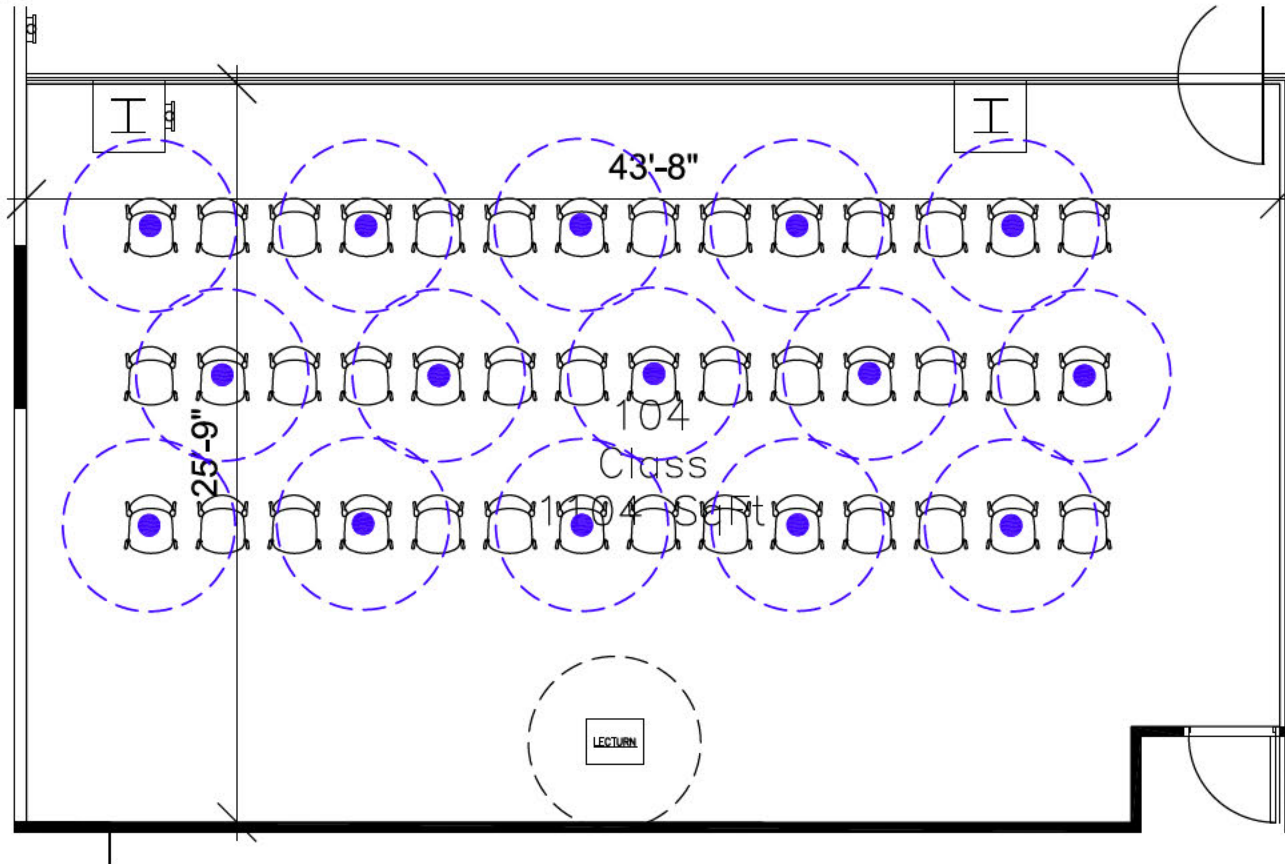
Proposed Modified
Desk Count per Class

Class 1 - 15 Chairs ■
Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

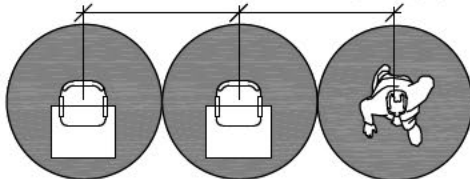
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2 Jersey City Satellite Building - Room 104 - Class 2
SCALE: N.T.S

Proposed Modified
Desk Count per Class

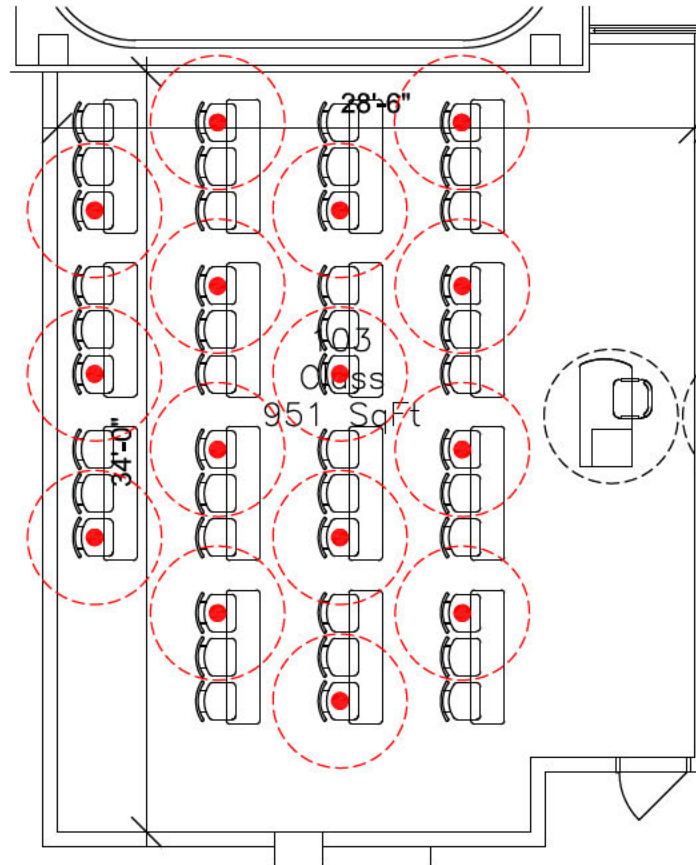
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

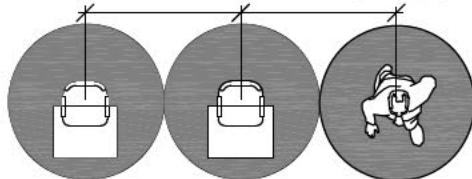
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 103 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

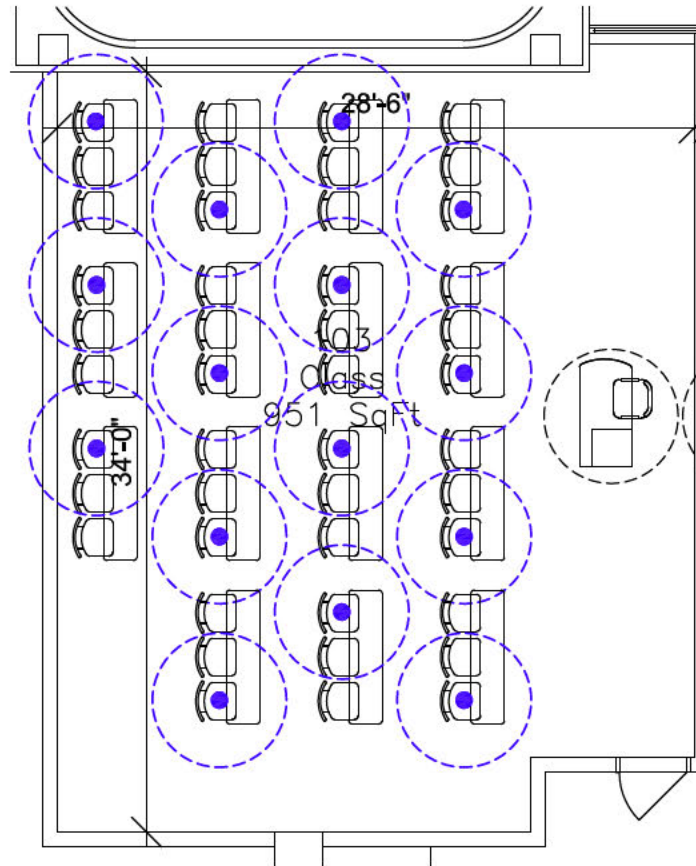
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

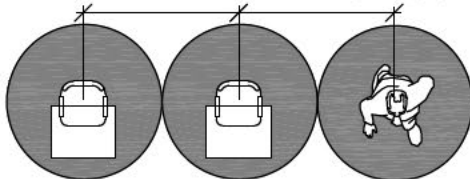
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 103 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

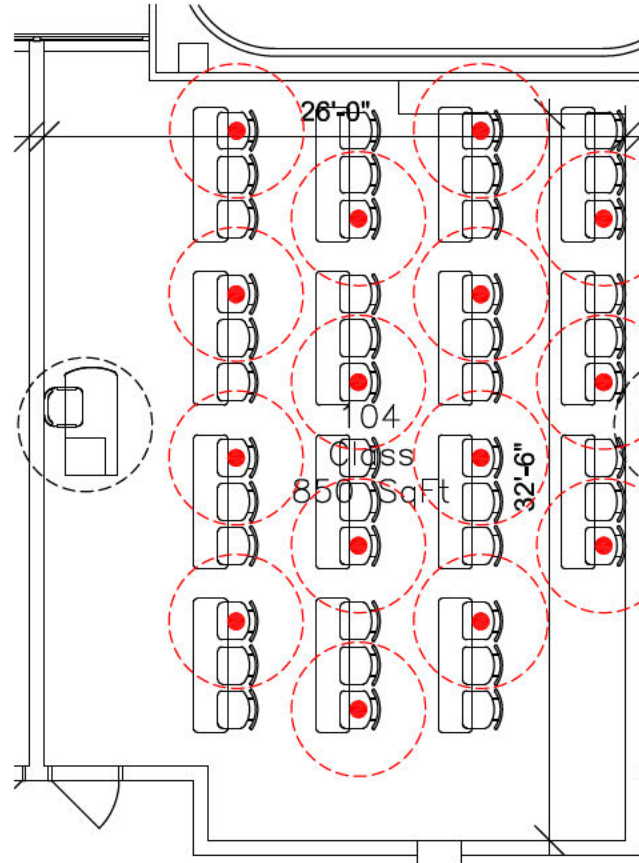
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

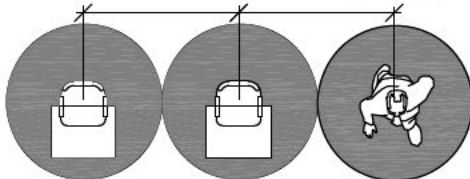
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 104 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

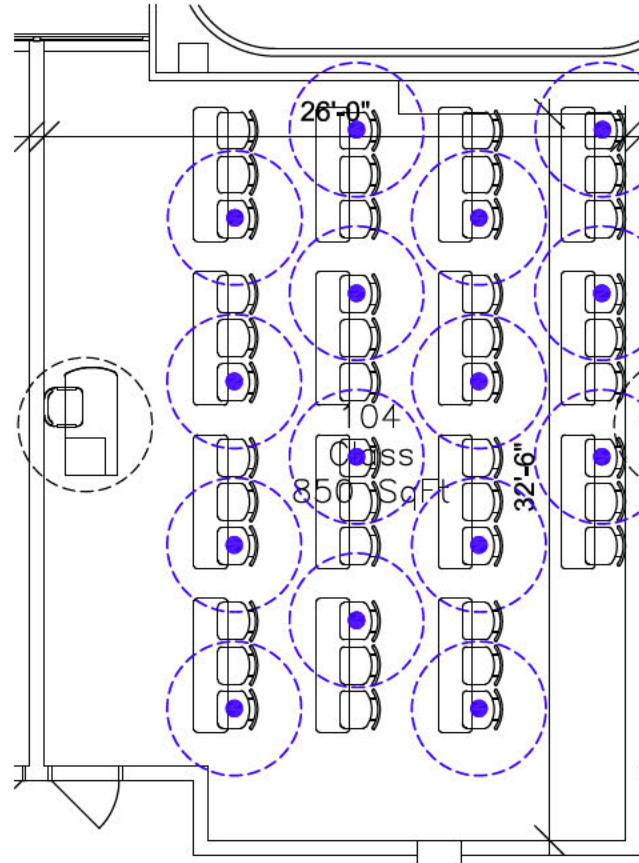
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

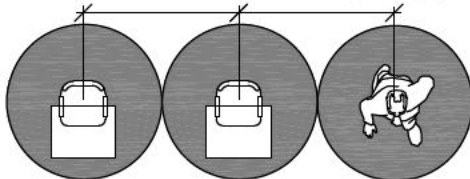
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 104 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

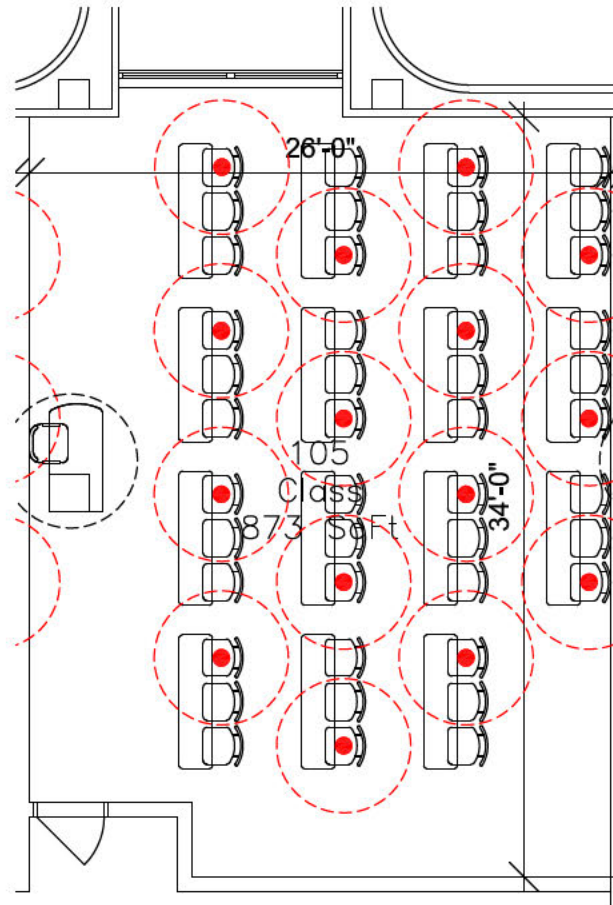
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

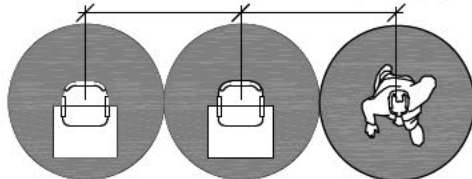
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 105 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

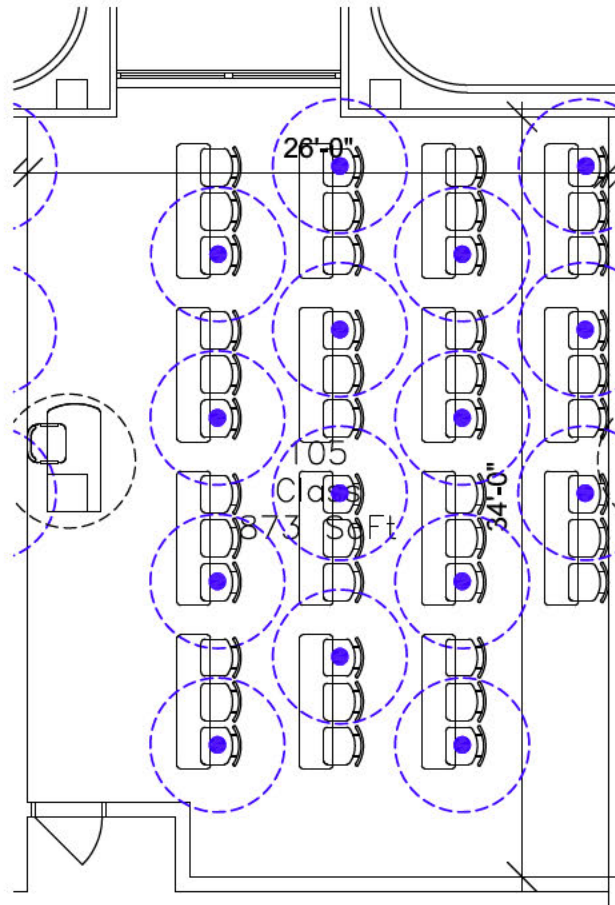
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

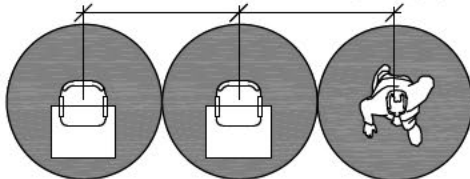
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 105 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

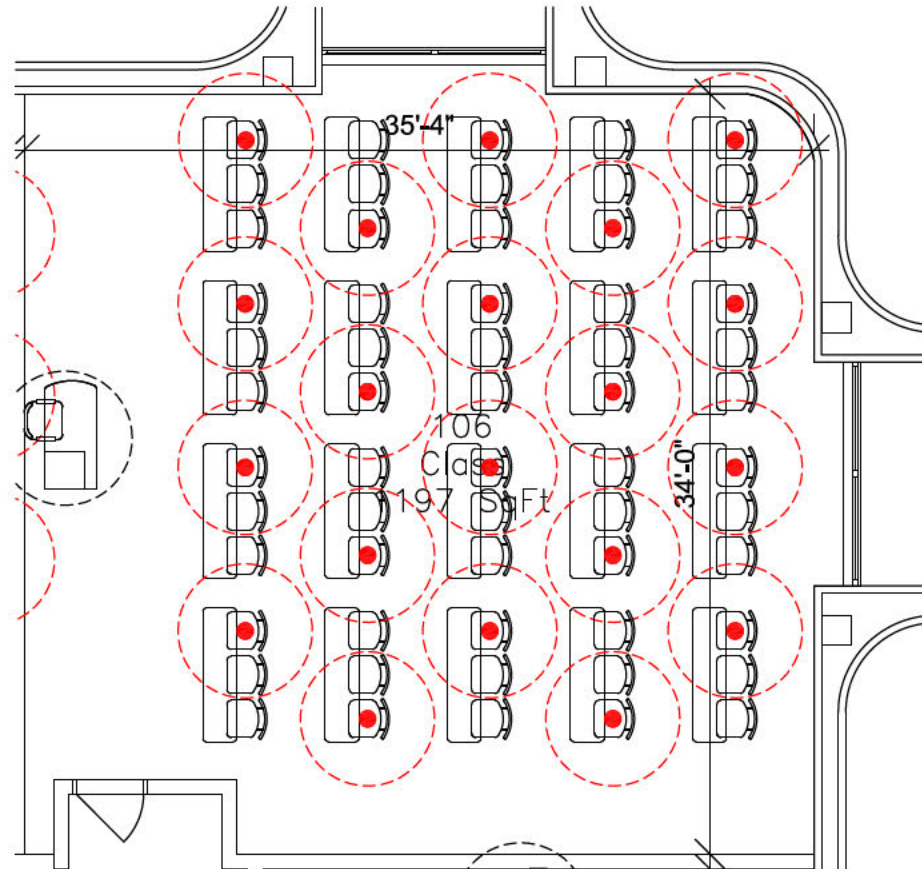
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

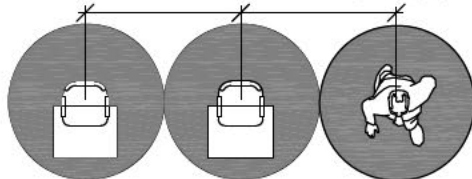
Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 106 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

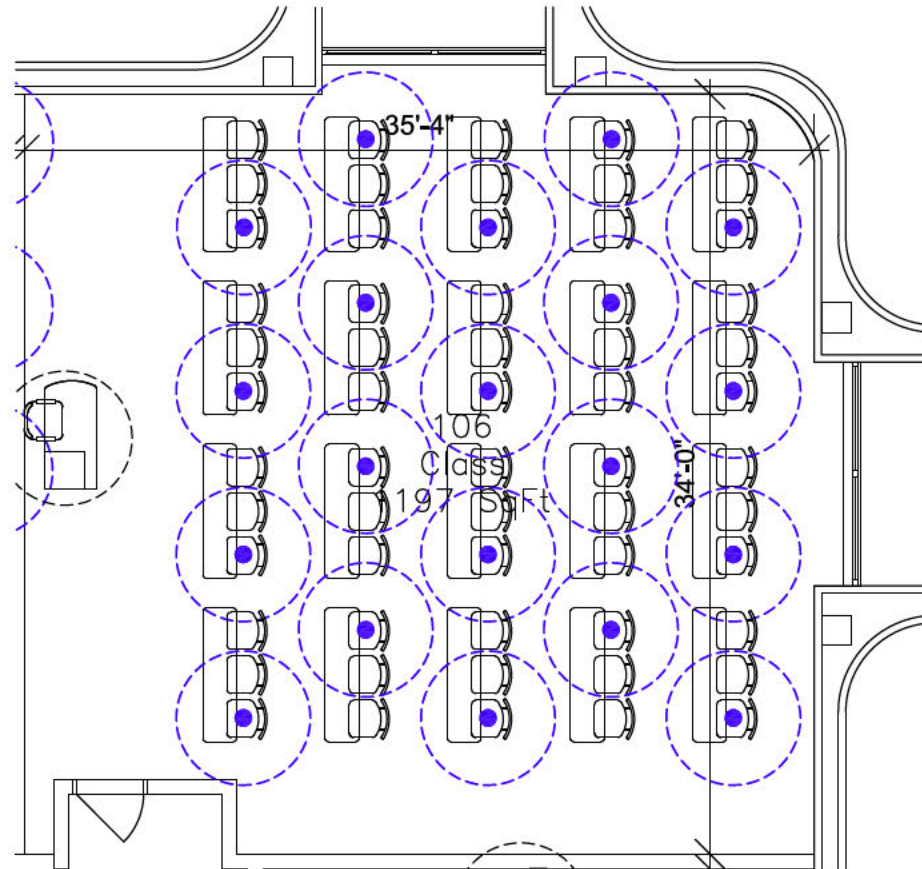
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

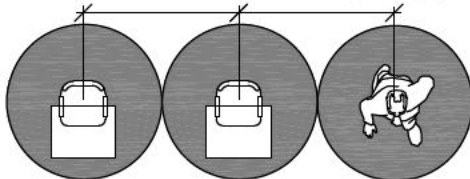
Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 106 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

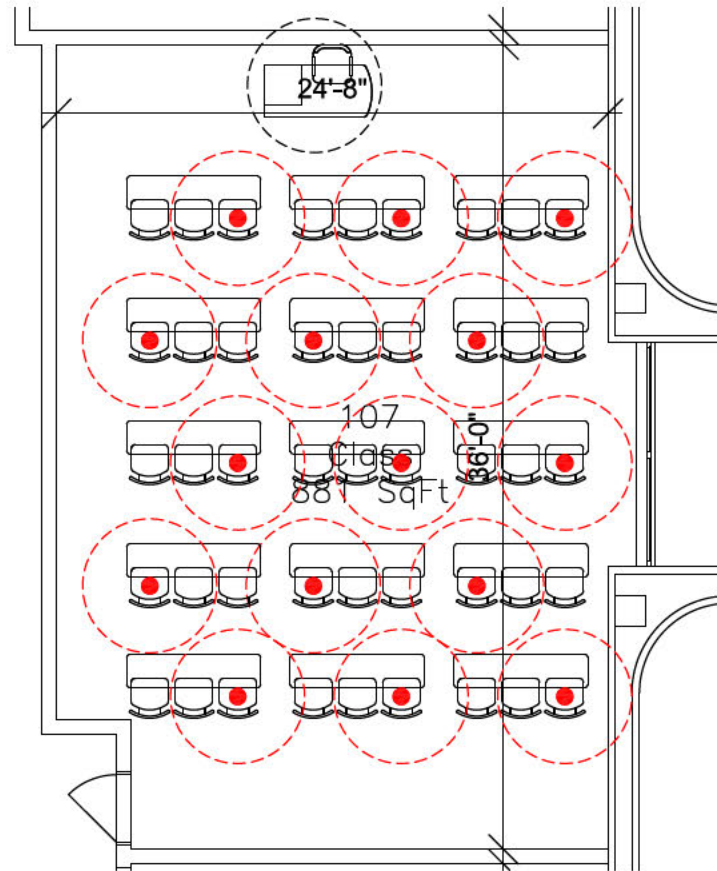
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

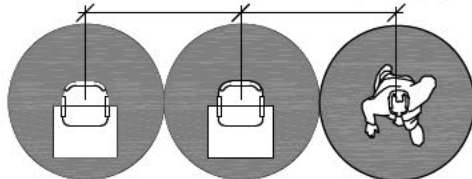
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 107 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

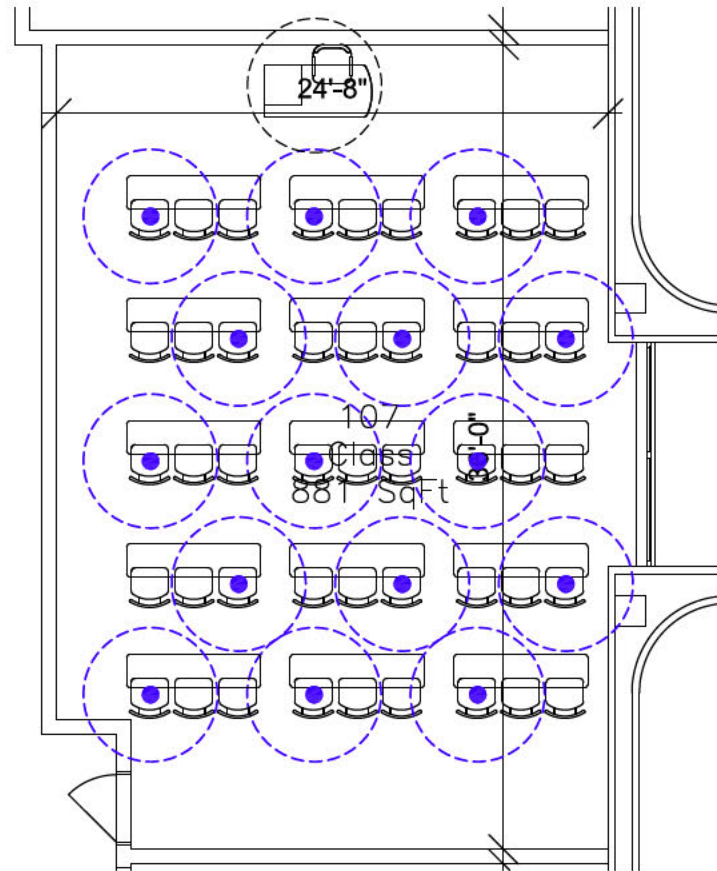
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

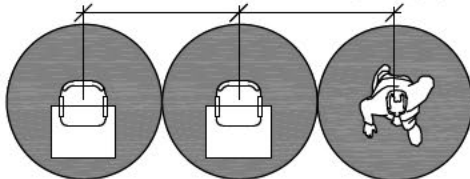
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 107 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

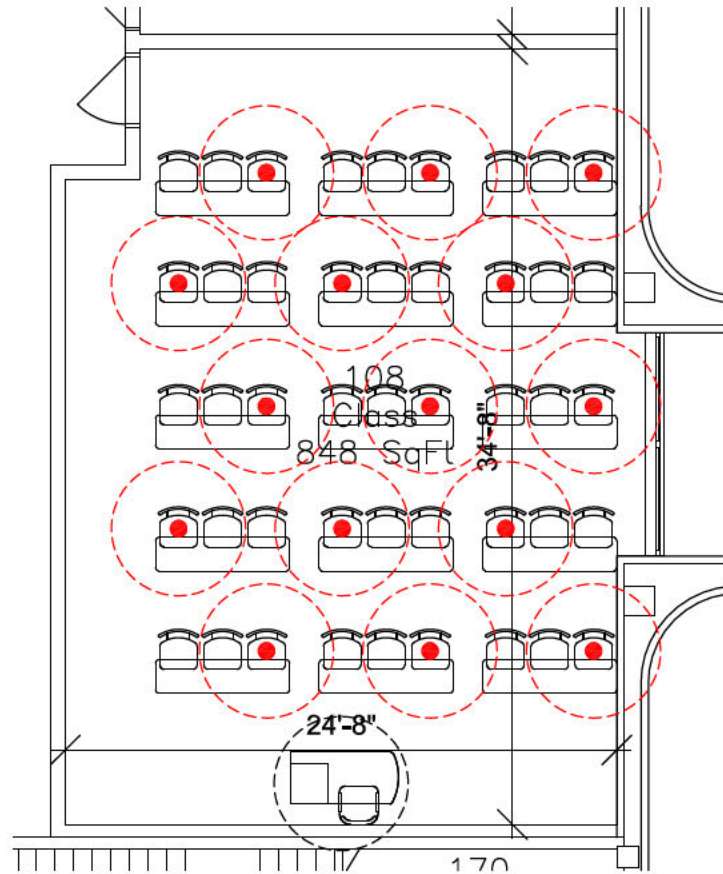
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

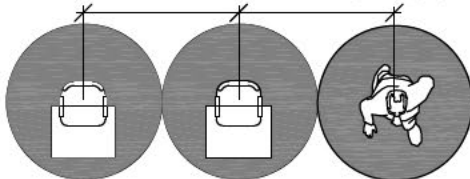
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 108 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

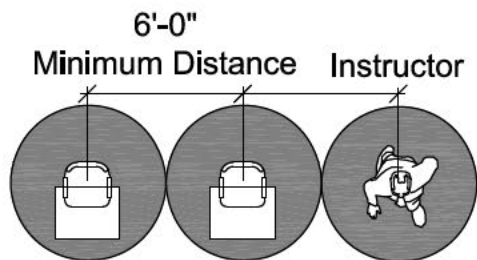
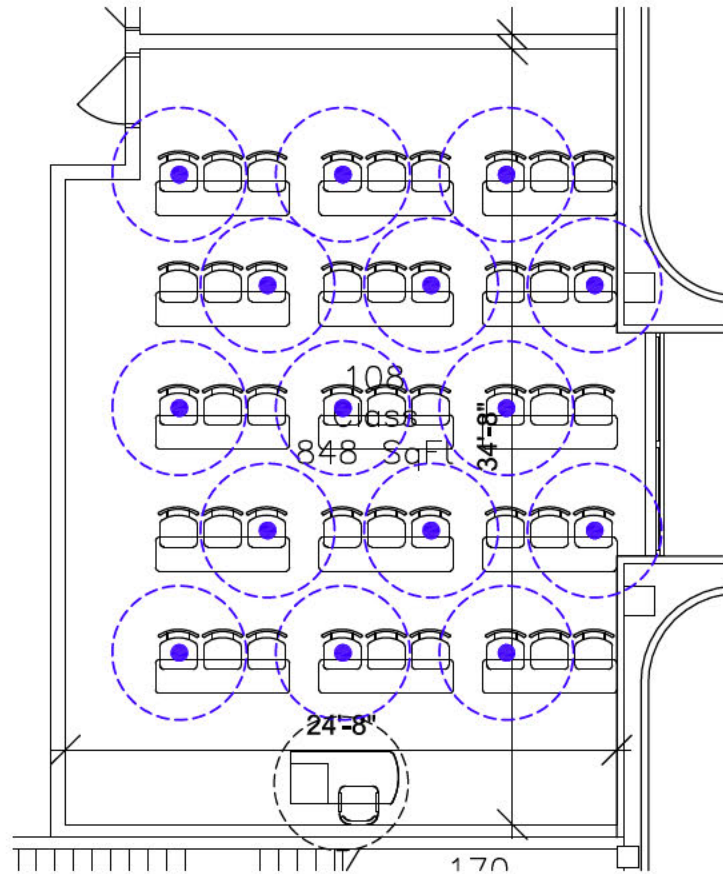
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (45)



2 Kupfrian Hall Building - Room 108 - Class 2
SCALE: N.T.S

Proposed Modified
Desk Count per Class

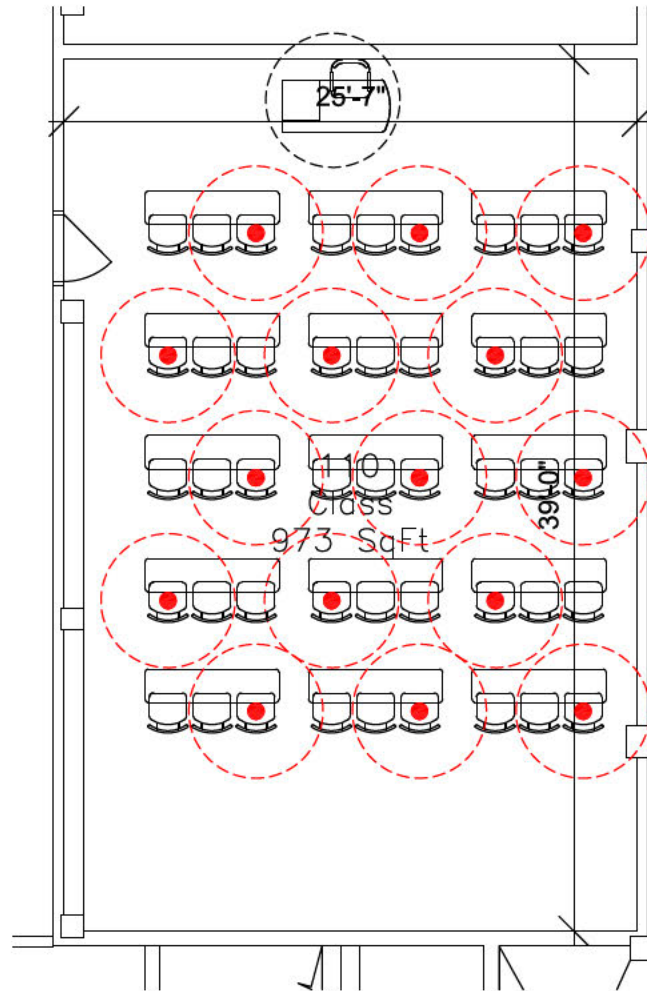
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

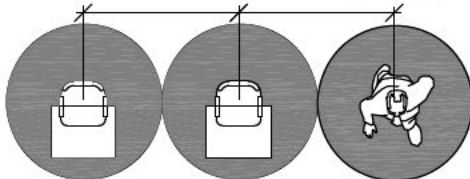
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 110 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

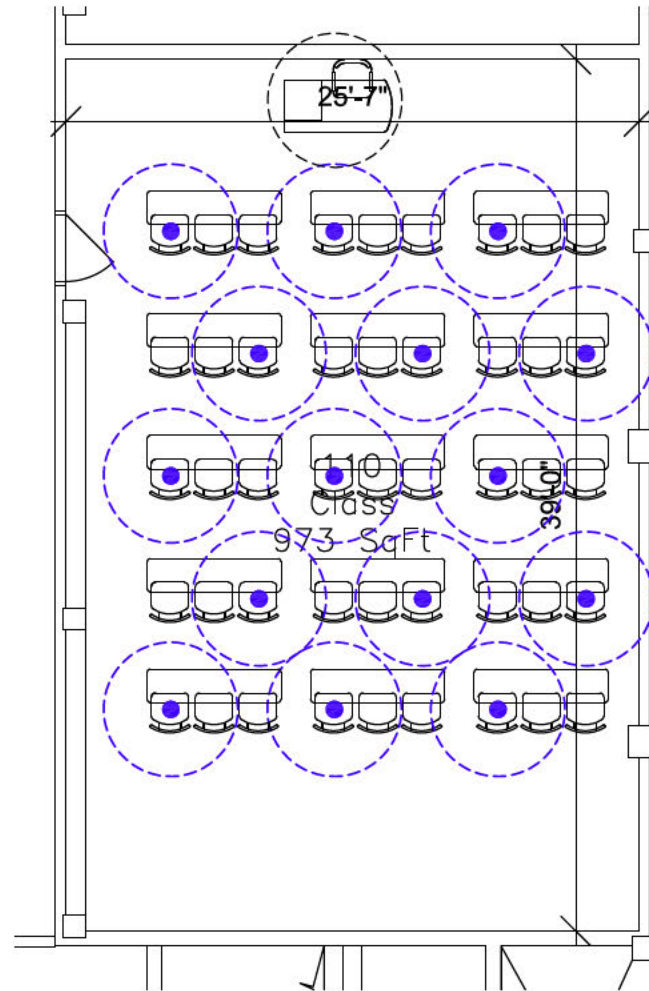
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

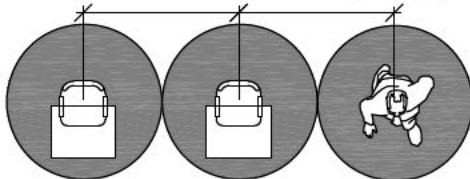
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 110 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

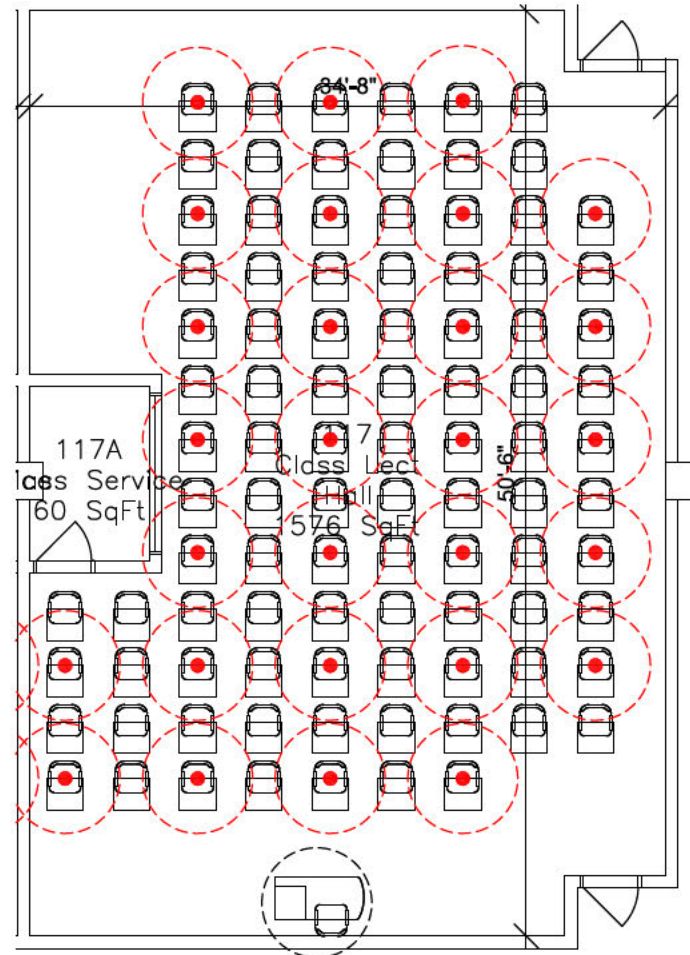
Class 1 - 28 Chairs ■

Class 2 - 23 Chairs ■

Total - 51 Safe Chairs

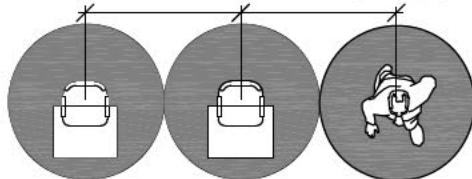
Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



1 Kupfrian Hall Building - Room 117 - Class 1
SCALE: N.T.S

Proposed Modified
Desk Count per Class

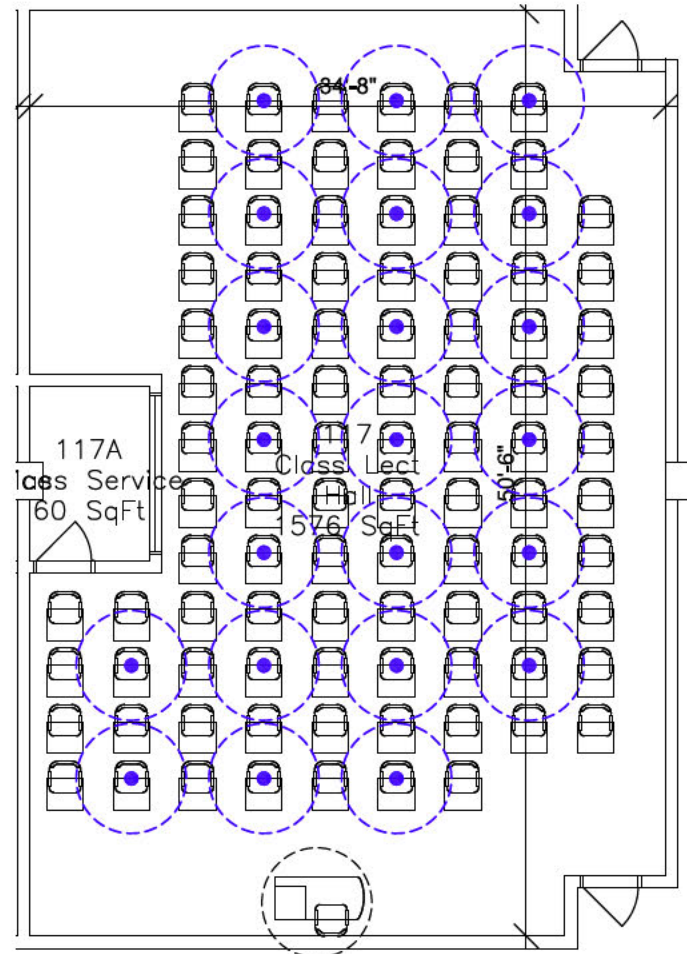
Class 1 - 28 Chairs ■

Class 2 - 23 Chairs ■

Total - 51 Safe Chairs

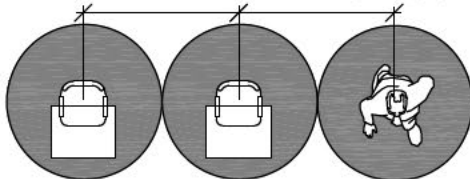
Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 117 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

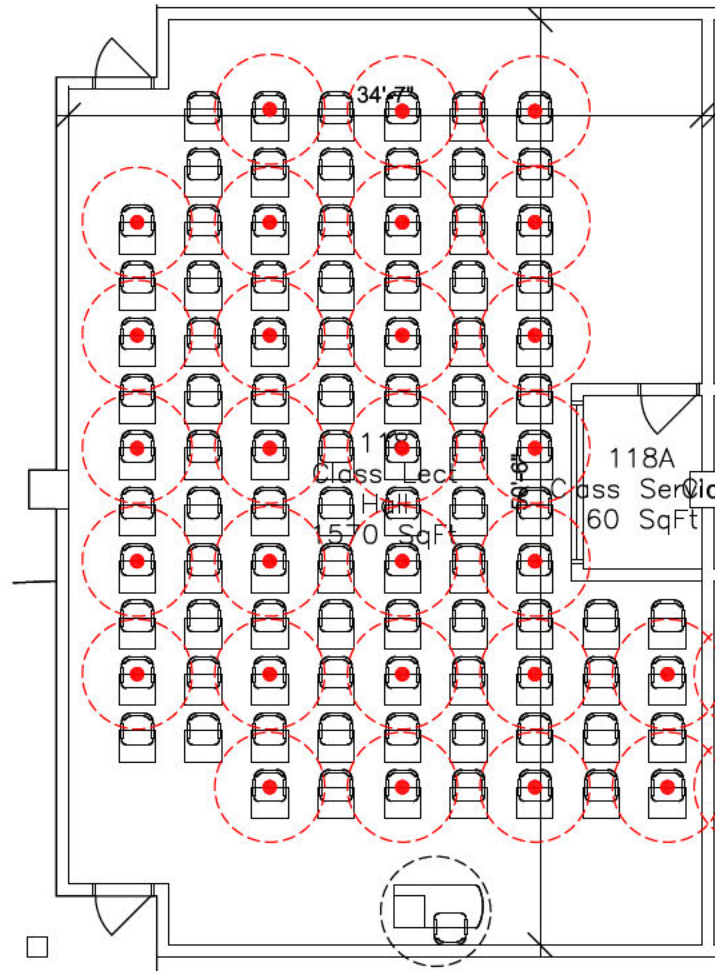
Class 1 - 28 Chairs ■

Class 2 - 22 Chairs ■

Total - 50 Safe Chairs

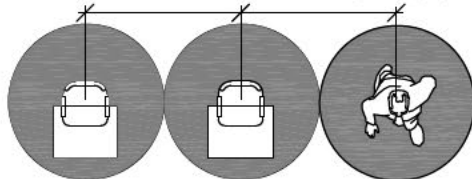
Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 118 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

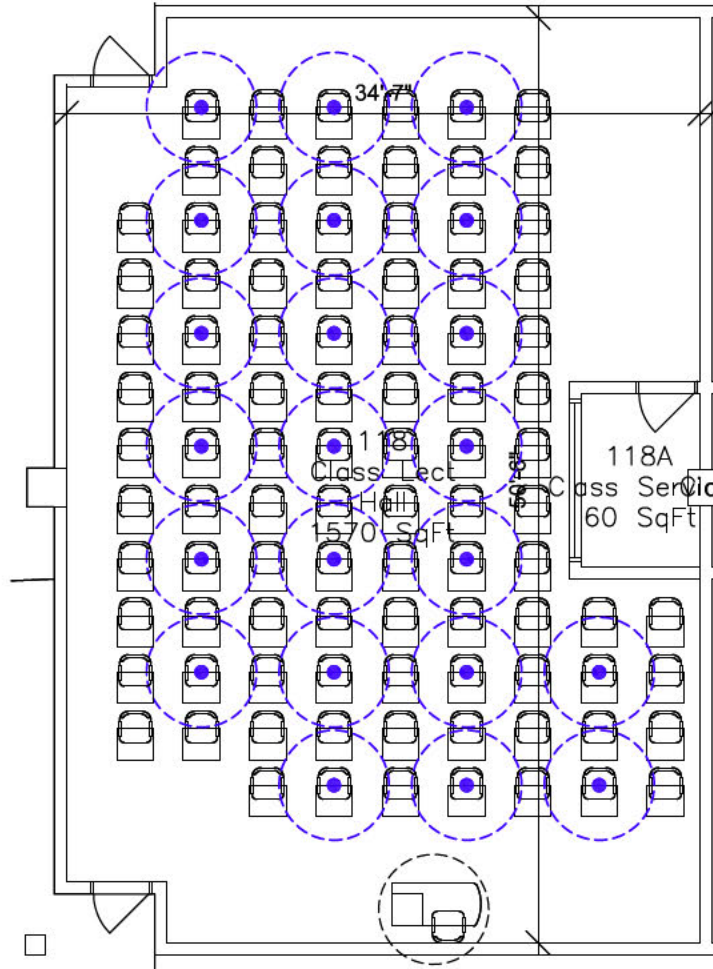
Class 1 - 28 Chairs ■

Class 2 - 22 Chairs ■

Total - 50 Safe Chairs

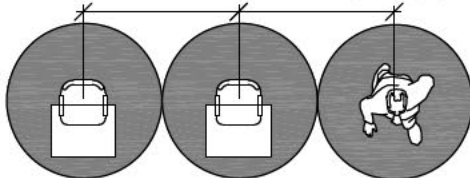
Social Distance Space Requirements

Existing Room Desk Count (95)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 118 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

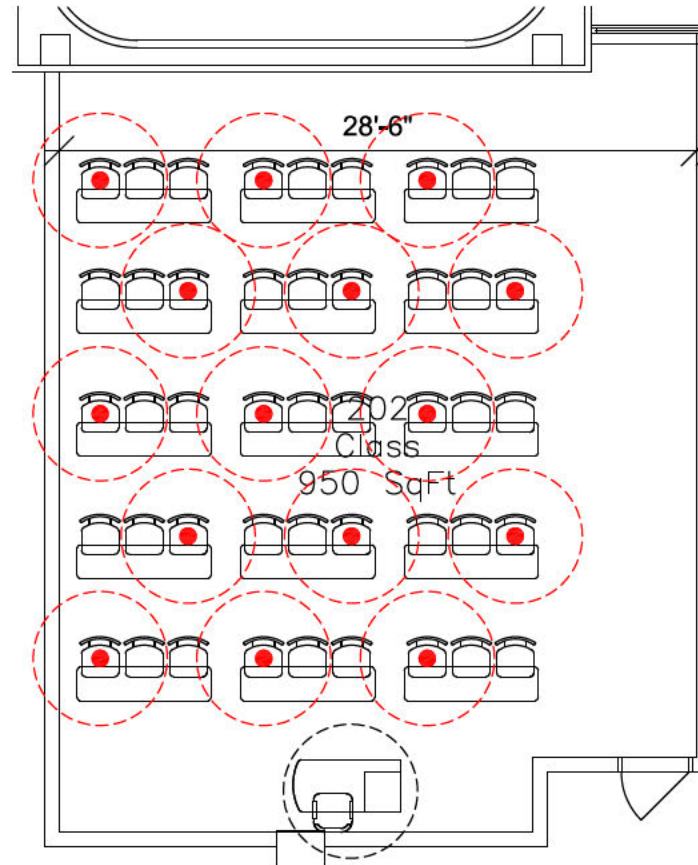
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

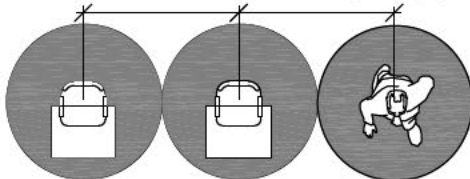
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 202 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

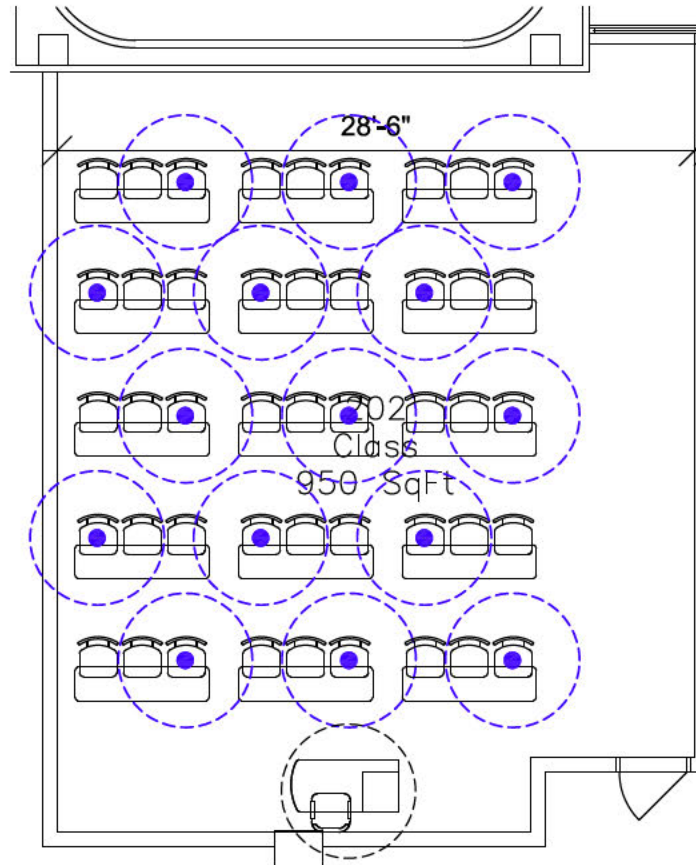
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

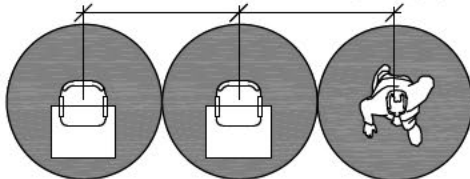
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 202 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

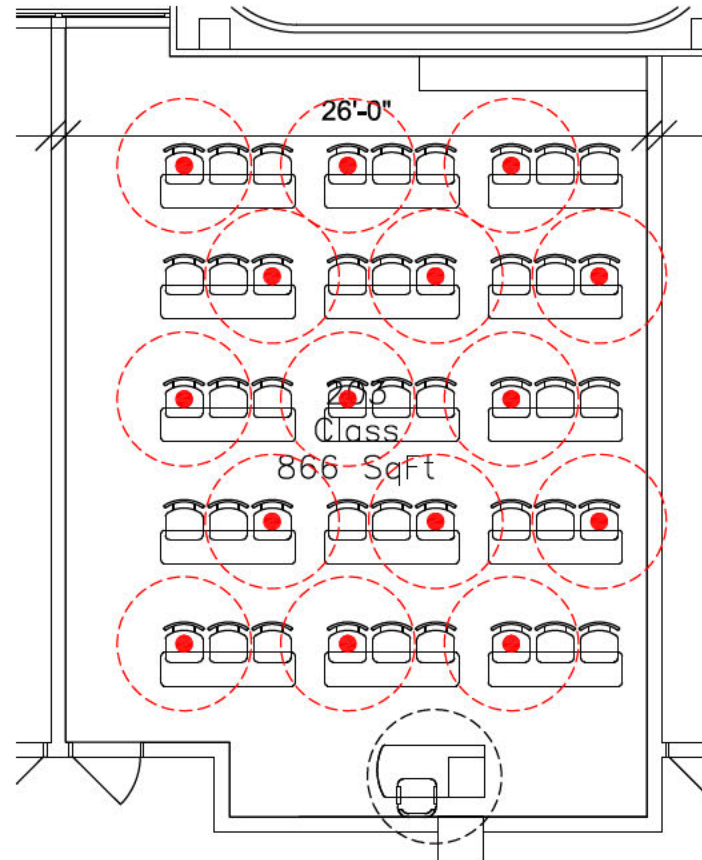
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

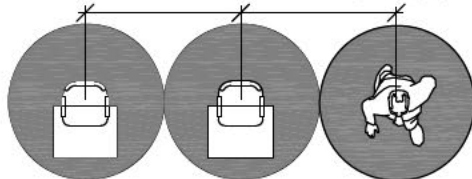
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 203 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

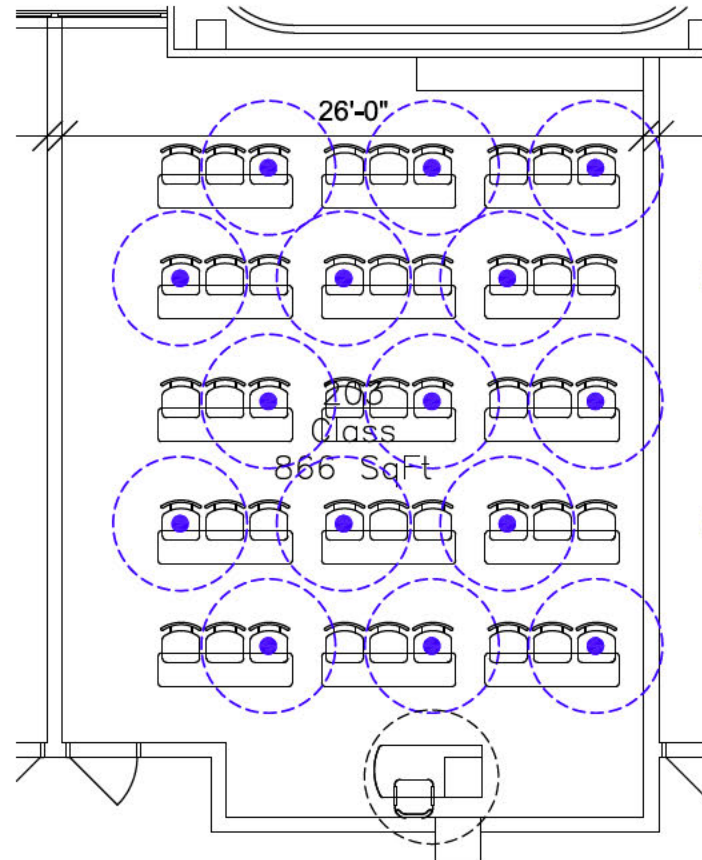
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

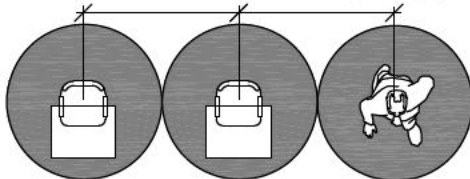
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 203 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

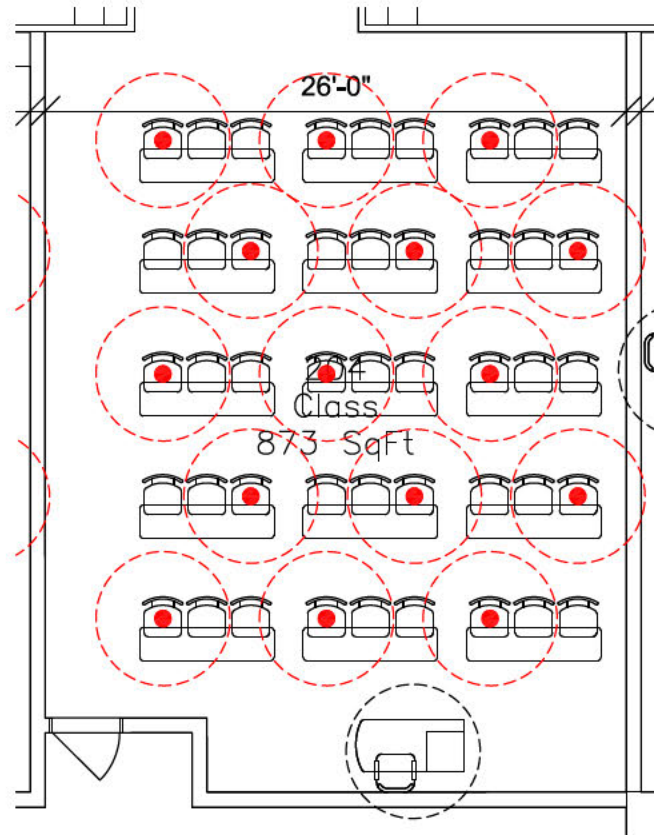
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

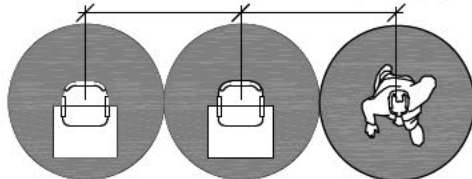
Social Distance Space Requirements

Existing Room Desk Count (45)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 204 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

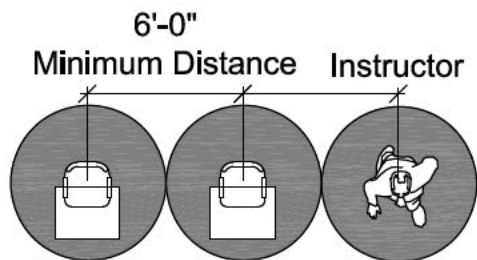
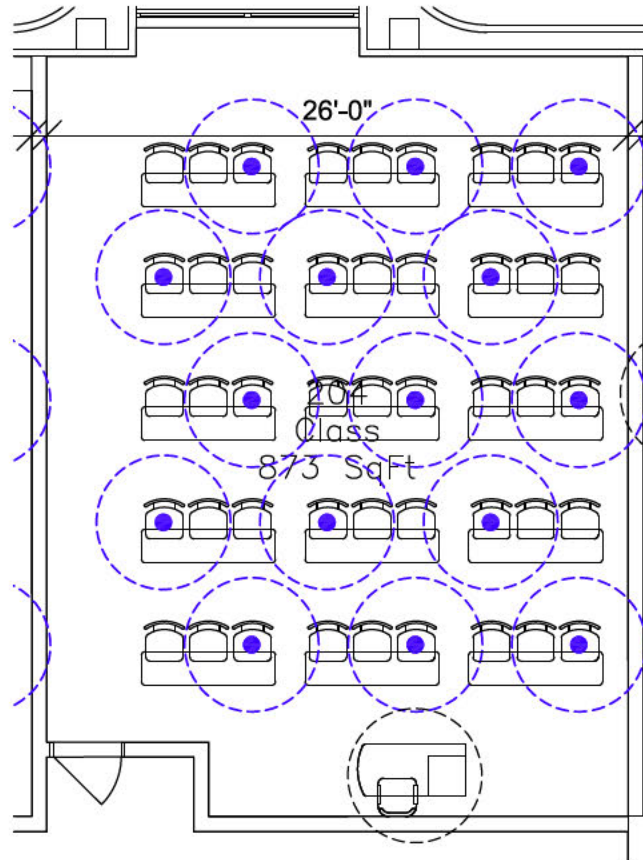
Class 1 - 15 Chairs ■

Class 2 - 15 Chairs ■

Total - 30 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (45)



2 Kupfrian Hall Building - Room 204 - Class 2
SCALE: N.T.S

Proposed Modified
Desk Count per Class

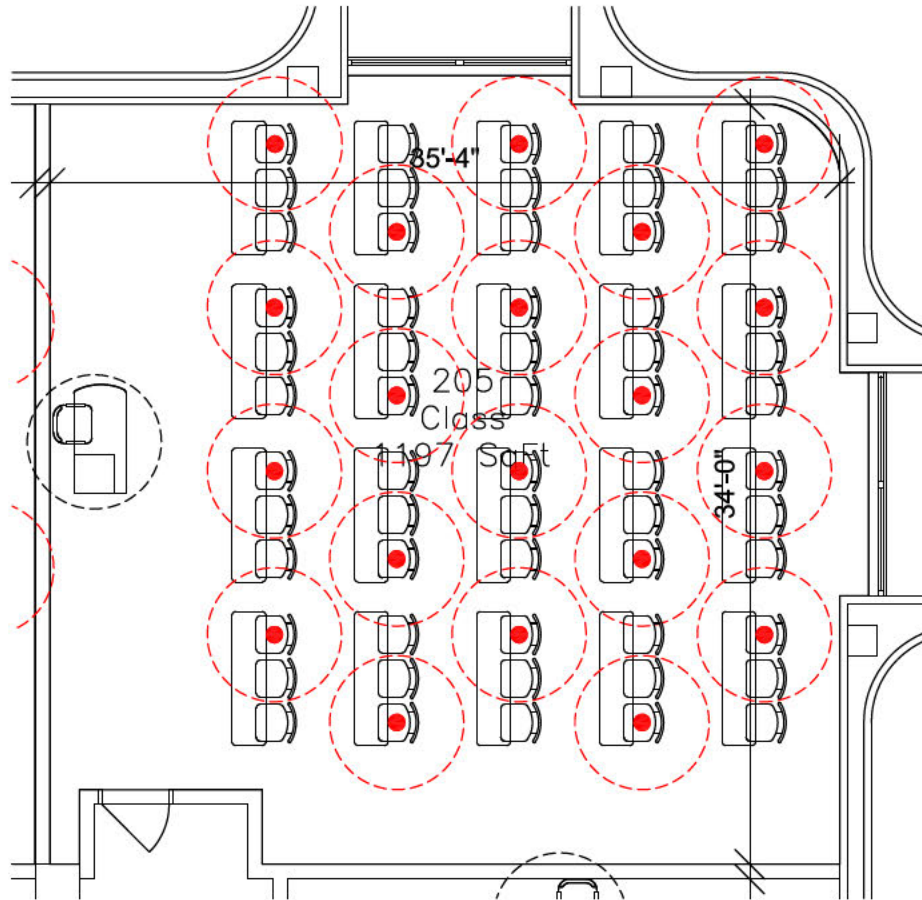
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

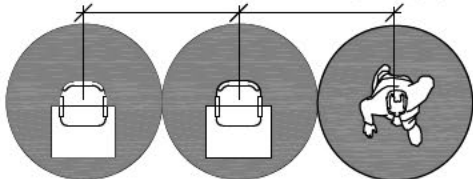
Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 205 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

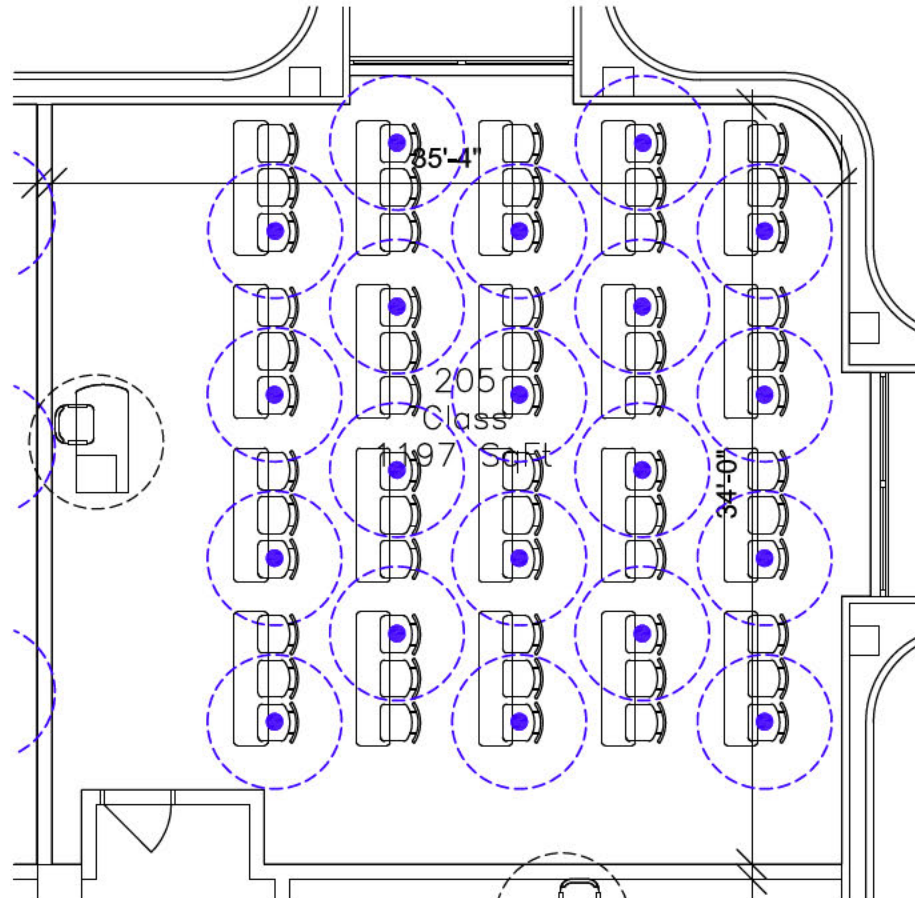
Class 1 - 20 Chairs ■

Class 2 - 20 Chairs ■

Total - 40 Safe Chairs

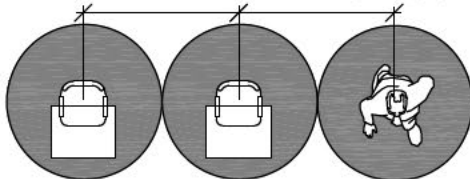
Social Distance Space Requirements

Existing Room Desk Count (60)



6'-0"

Minimum Distance Instructor



2

Kupfrian Hall Building - Room 205 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

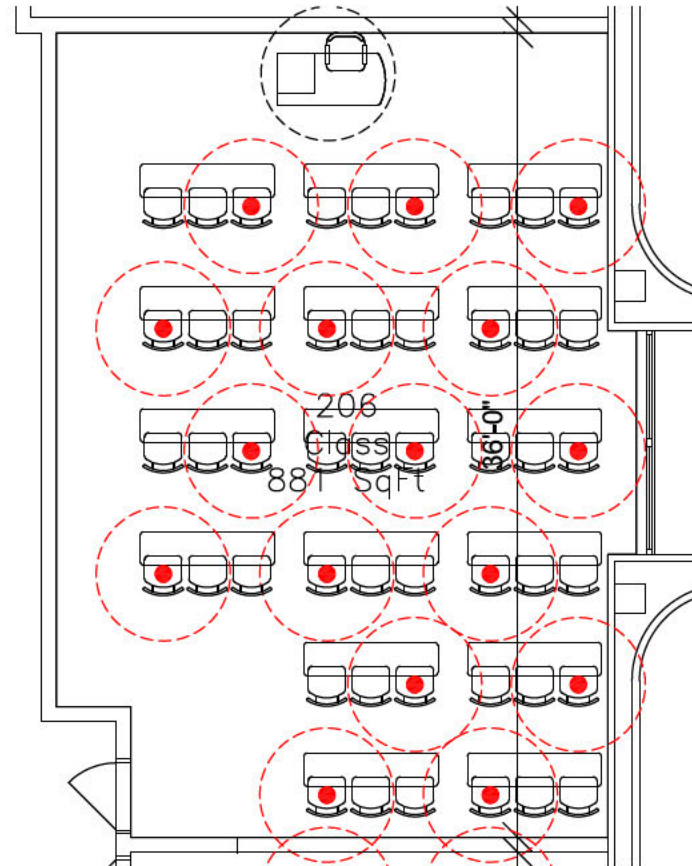
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

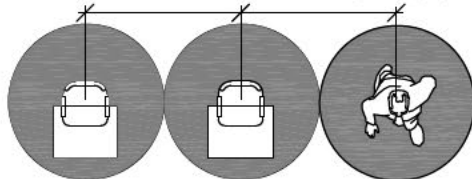
Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



1

Kupfrian Hall Building - Room 206 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

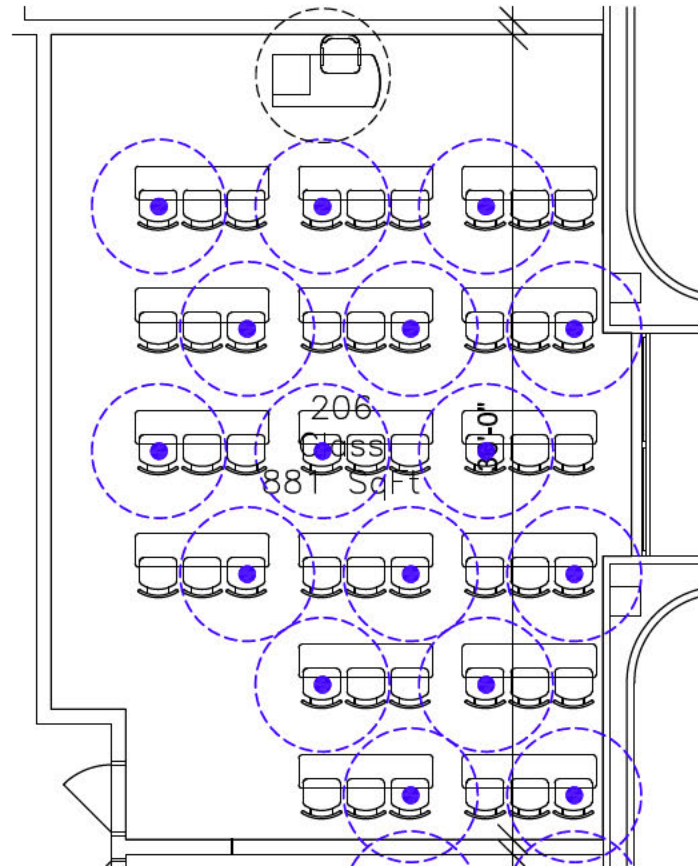
Class 1 - 16 Chairs ■

Class 2 - 16 Chairs ■

Total - 32 Safe Chairs

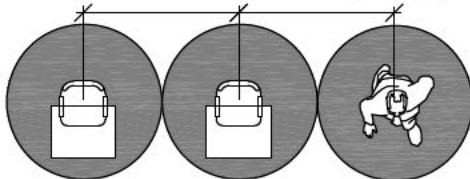
Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



2

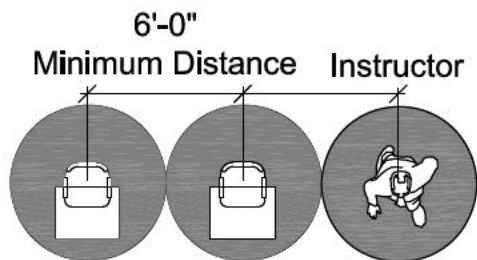
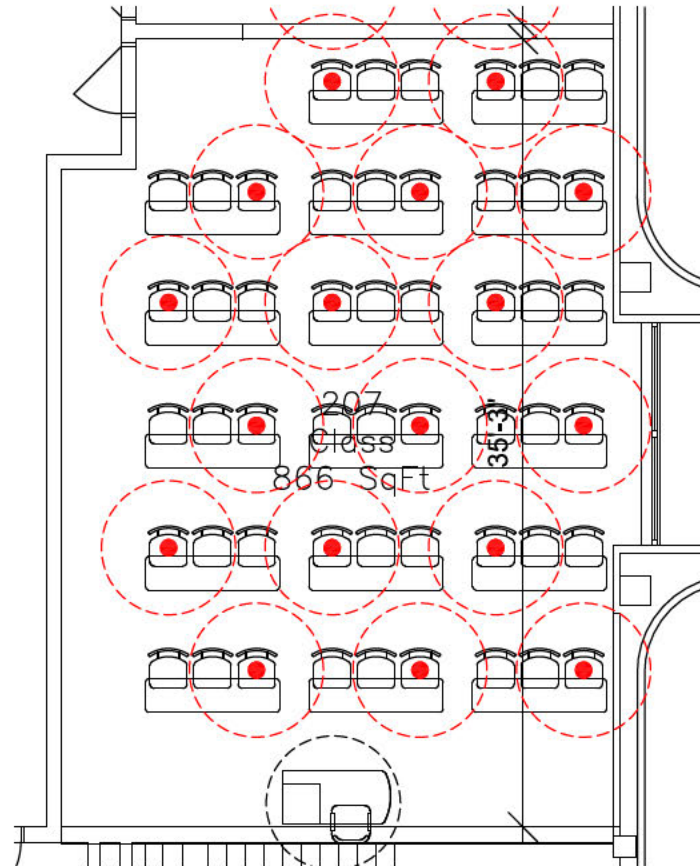
Kupfrian Hall Building - Room 206 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 17 Chairs ■
 Class 2 - 17 Chairs ■
 Total - 34 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (51)

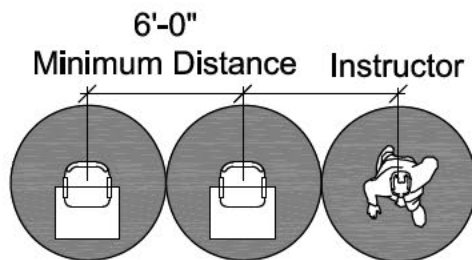
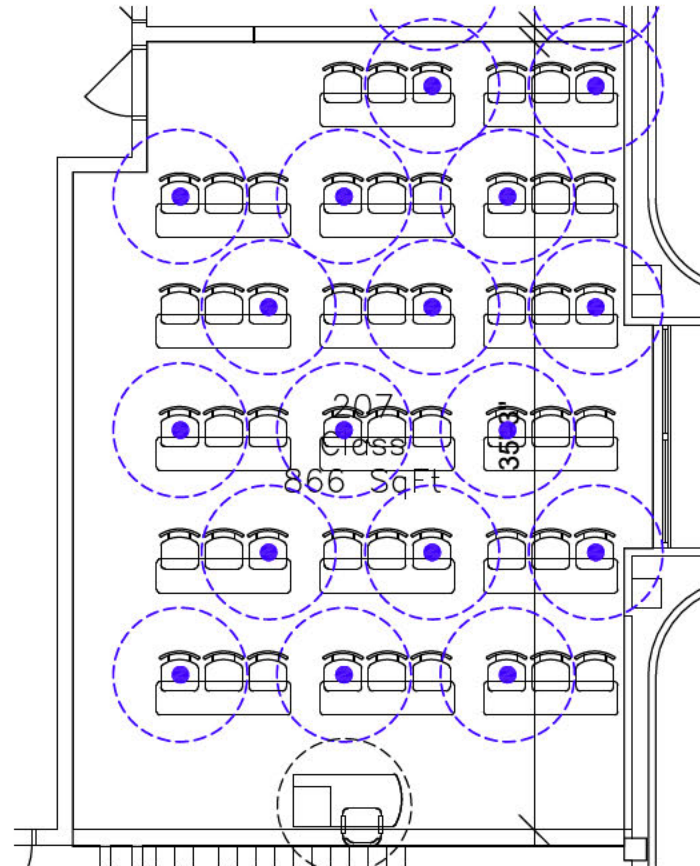


1 Kupfrian Hall Building - Room 207 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 17 Chairs ■
 Class 2 - 17 Chairs ■
 Total - 34 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (51)

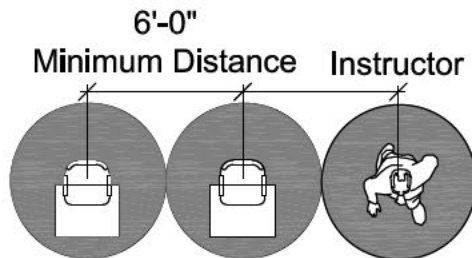
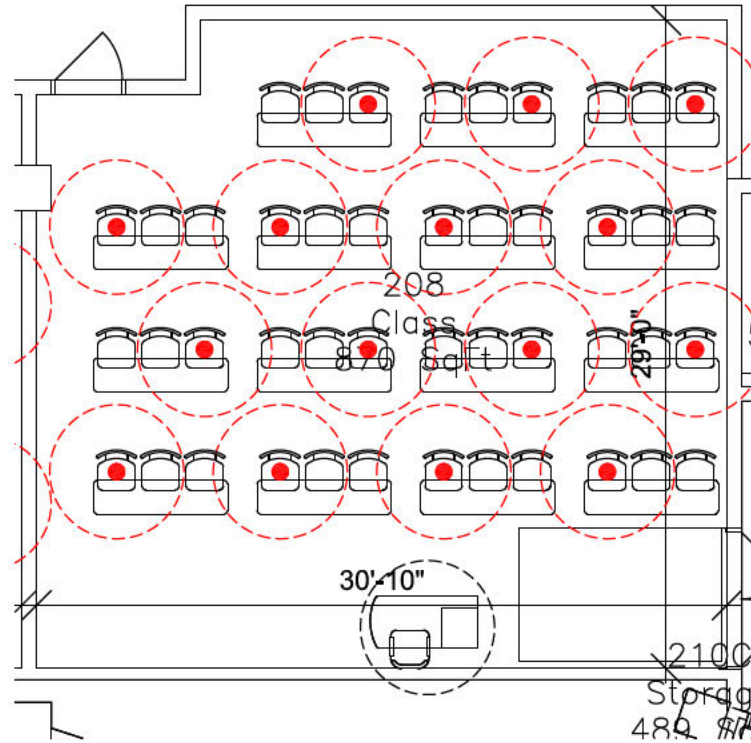


2 Kupfrian Hall Building - Room 207 - Class 2
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 15 Chairs ■
 Class 2 - 15 Chairs ■
 Total - 30 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (45)

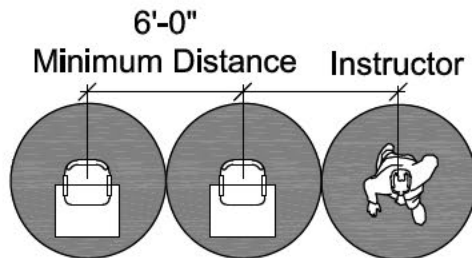
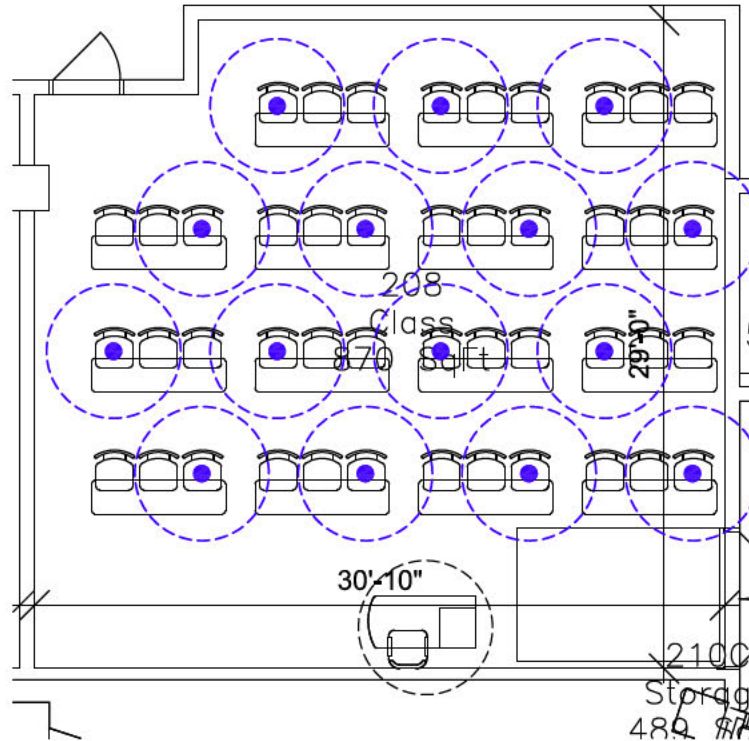


1 Kupfrian Hall Building - Room 208 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 15 Chairs ■
 Class 2 - 15 Chairs ■
 Total - 30 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (45)

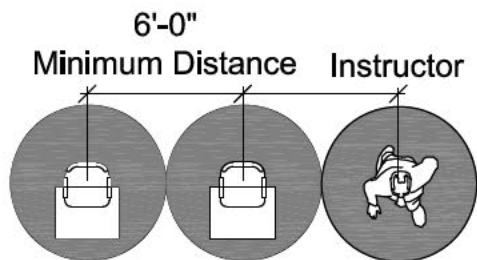
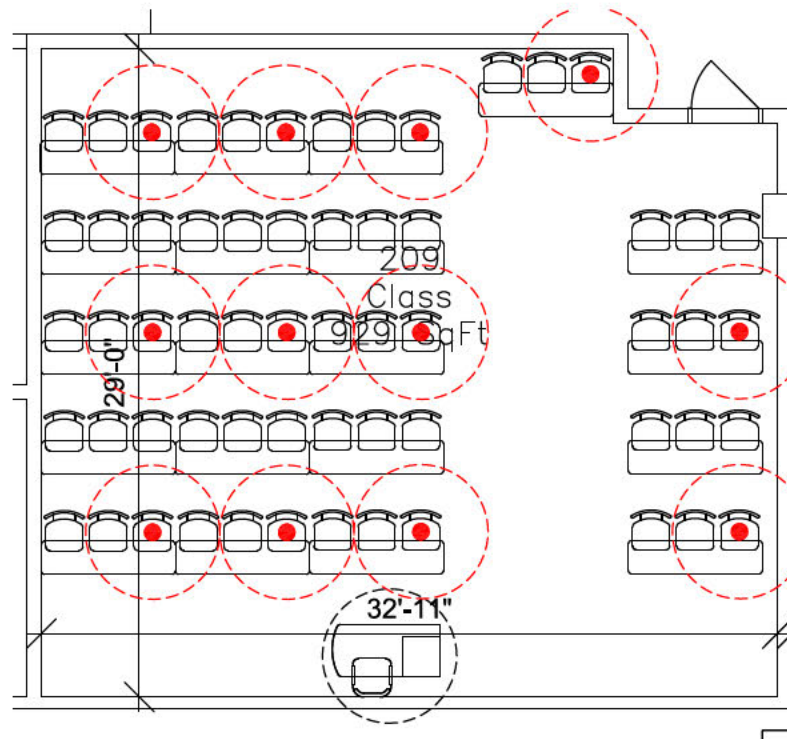


2 Kupfrian Hall Building - Room 208 - Class 2
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (60)

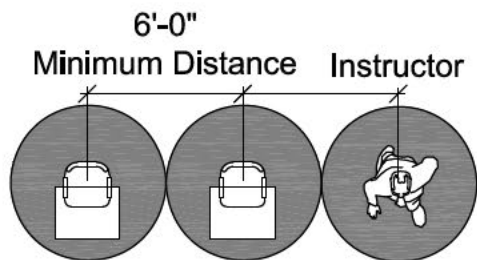
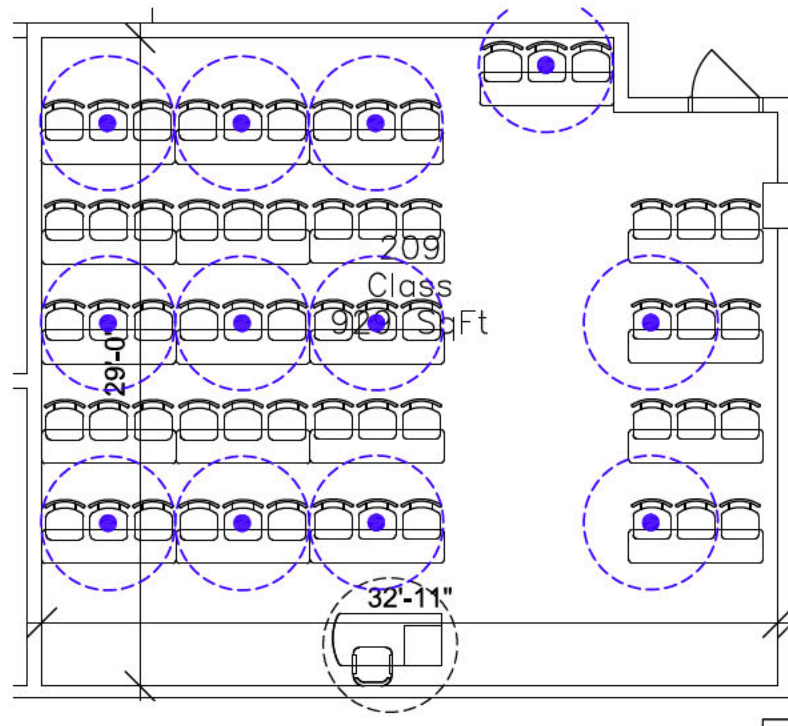


1 Kupfrian Hall Building - Room 209 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (60)

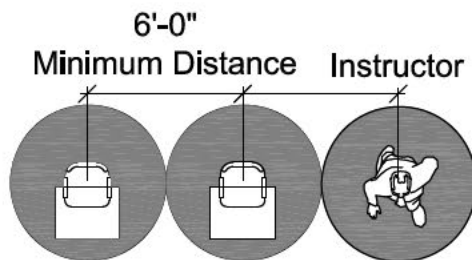
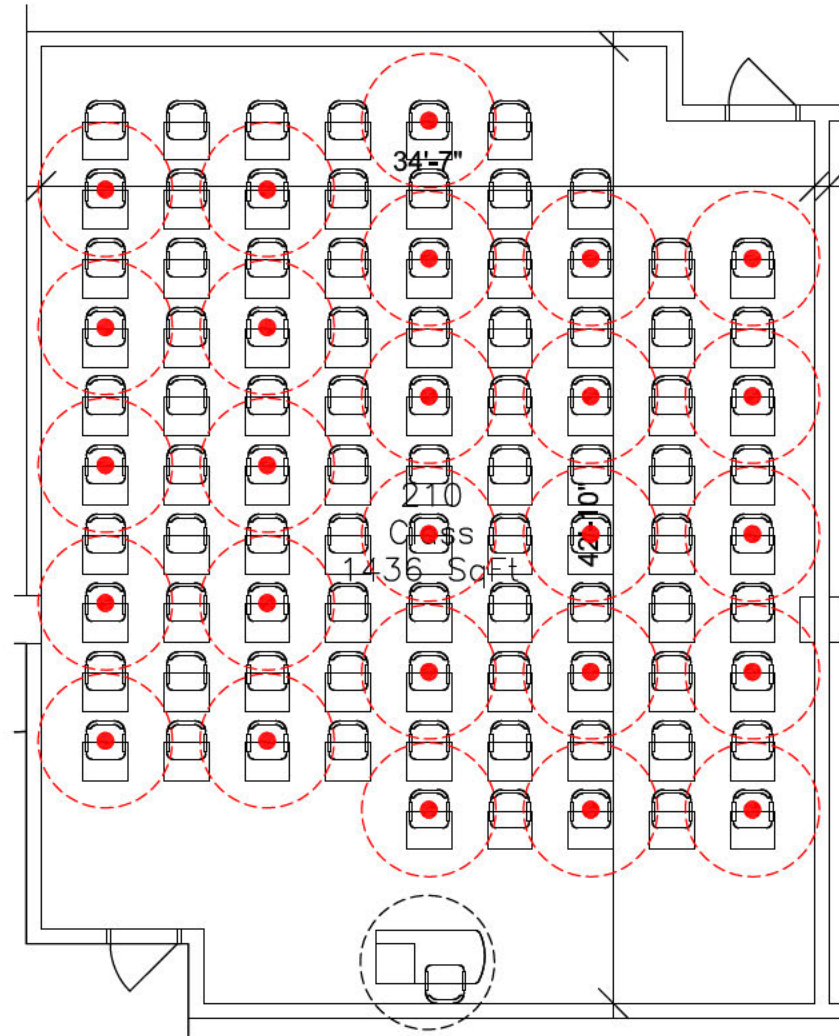


2 Kupfrian Hall Building - Room 209 - Class 2
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 26 Chairs ■
 Class 2 - 21 Chairs ■
 Total - 47 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (90)

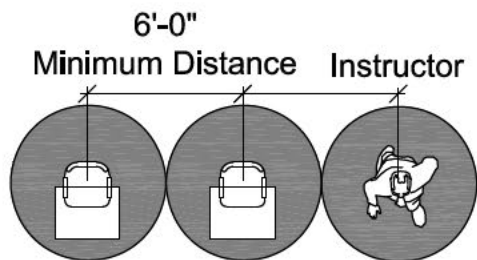
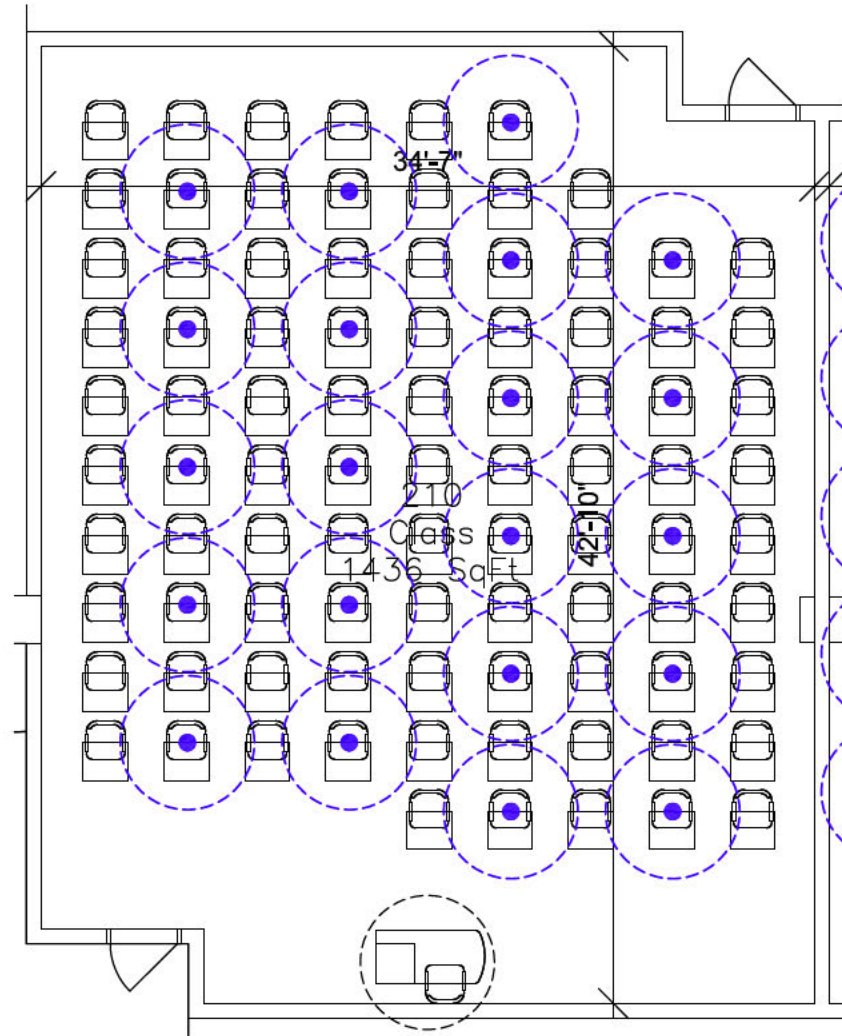


1 Kupfrian Hall Building - Room 210 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 26 Chairs ■
 Class 2 - 21 Chairs ■
 Total - 47 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (90)

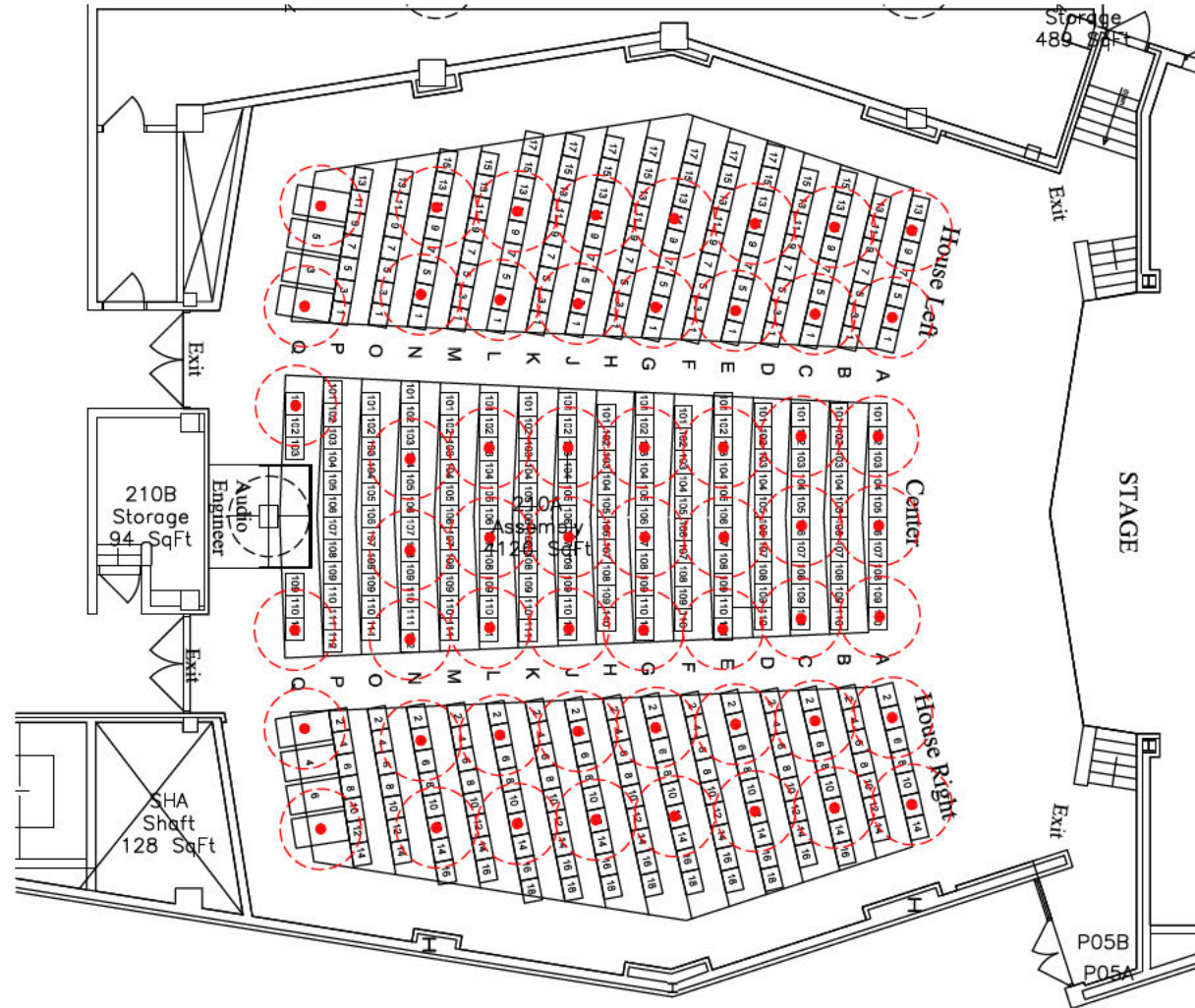


2 Kupfrian Hall Building - Room 210 - Class 2
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 58 Chairs ■
 Class 2 - 55 Chairs ■
 Total - 113 Safe Chairs

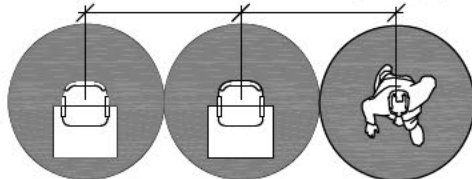
Social Distance Space Requirements

Existing Room Desk Count (426)



6'-0"

Minimum Distance Instructor

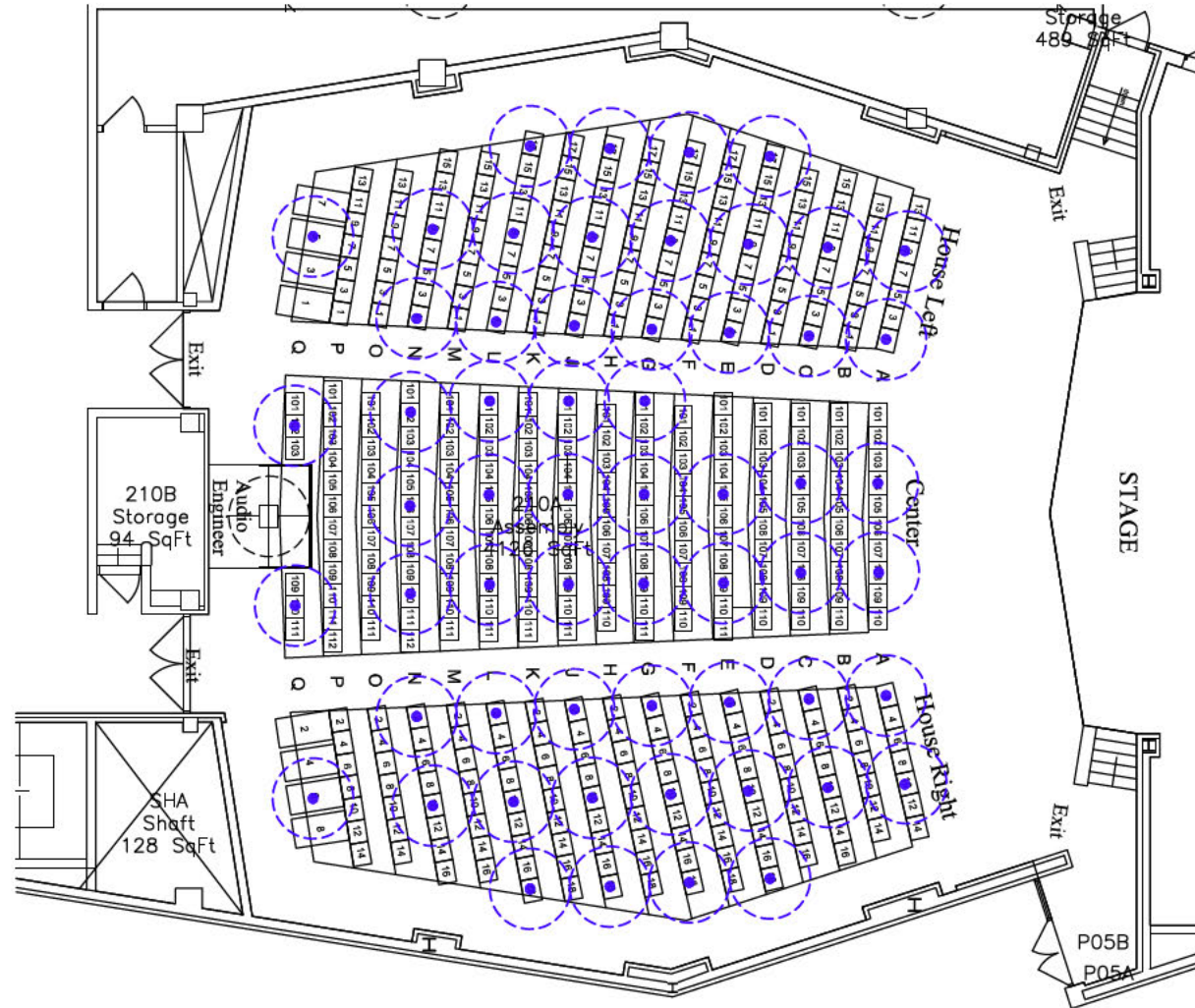


1 Kupfrian Hall Building - Room 210A - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 58 Chairs ■
 Class 2 - 55 Chairs ■
 Total - 113 Safe Chairs

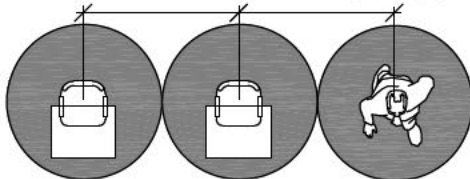
Social Distance Space Requirements

Existing Room Desk Count (426)



6'-0"

Minimum Distance Instructor



2

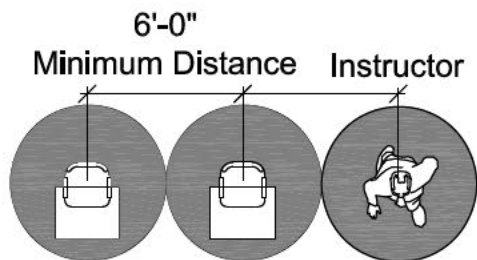
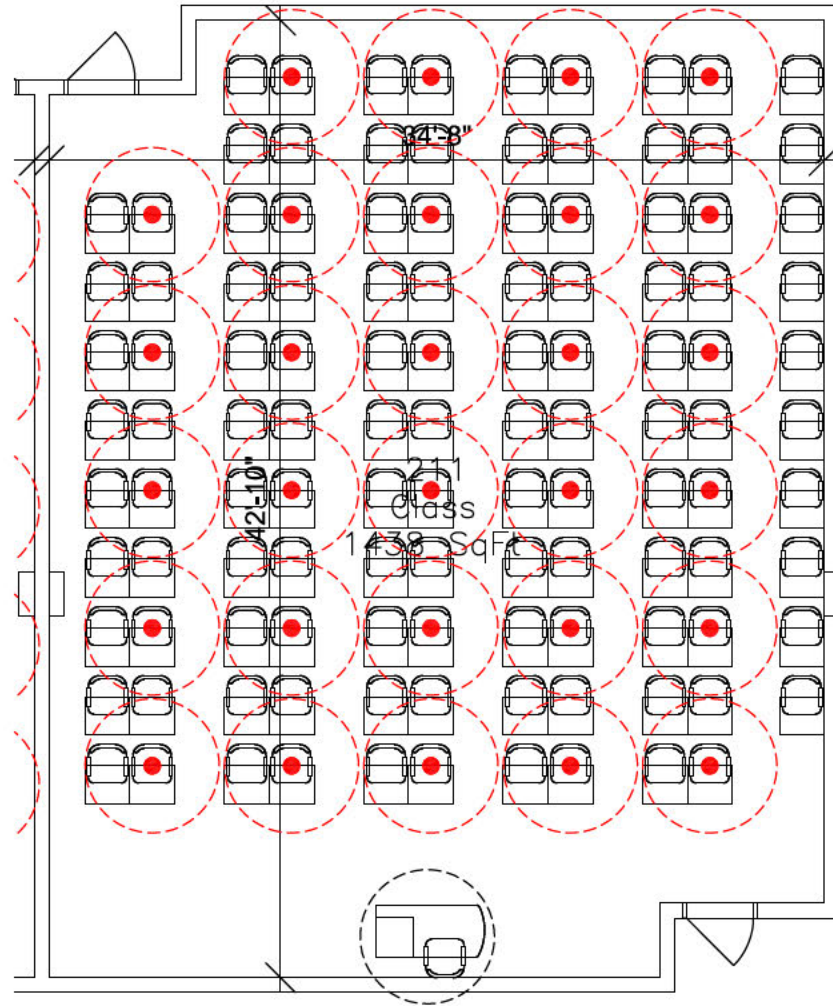
Kupfrian Hall Building - Room 210B - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 29 Chairs ■
 Class 2 - 34 Chairs ■
 Total - 63 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (116)



1 Kupfrian Hall Building - Room 211 - Class 1
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

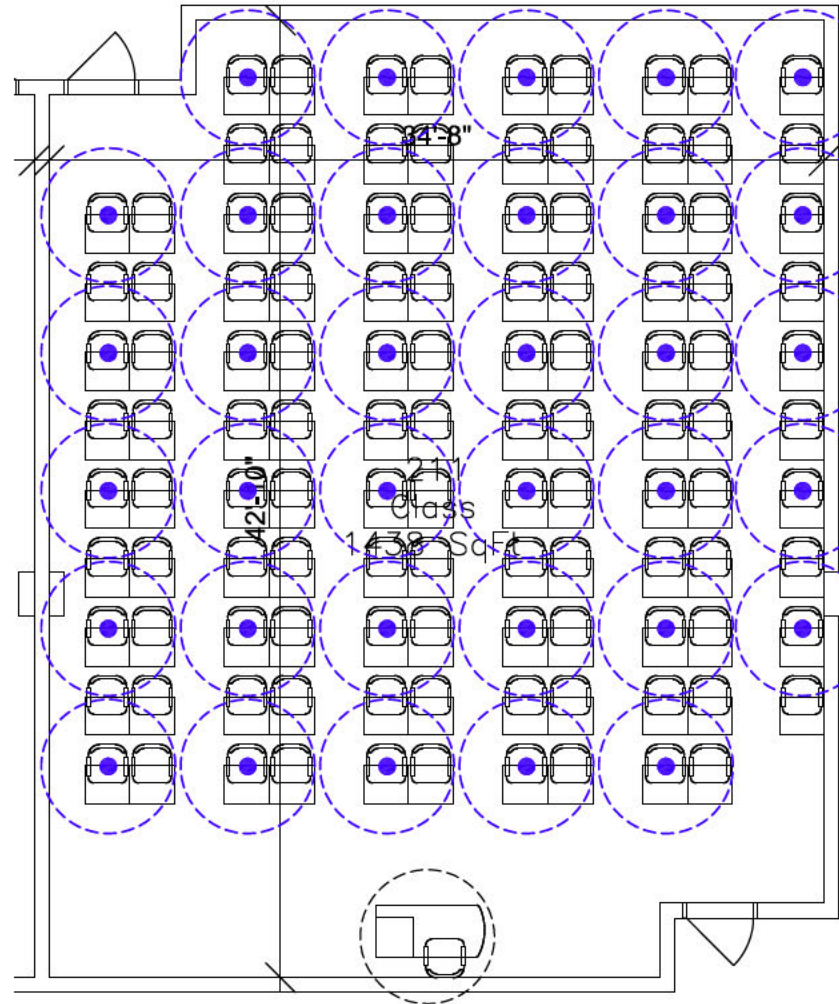
Class 1 - 29 Chairs ■

Class 2 - 34 Chairs ■

Total - 63 Safe Chairs

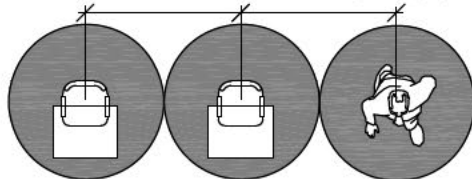
Social Distance Space Requirements

Existing Room Desk Count (116)



6'-0"

Minimum Distance Instructor



2

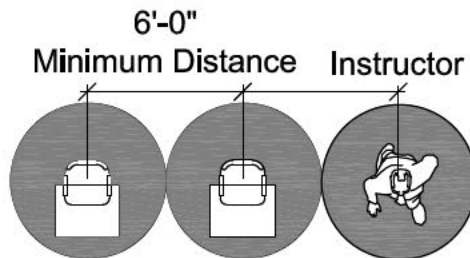
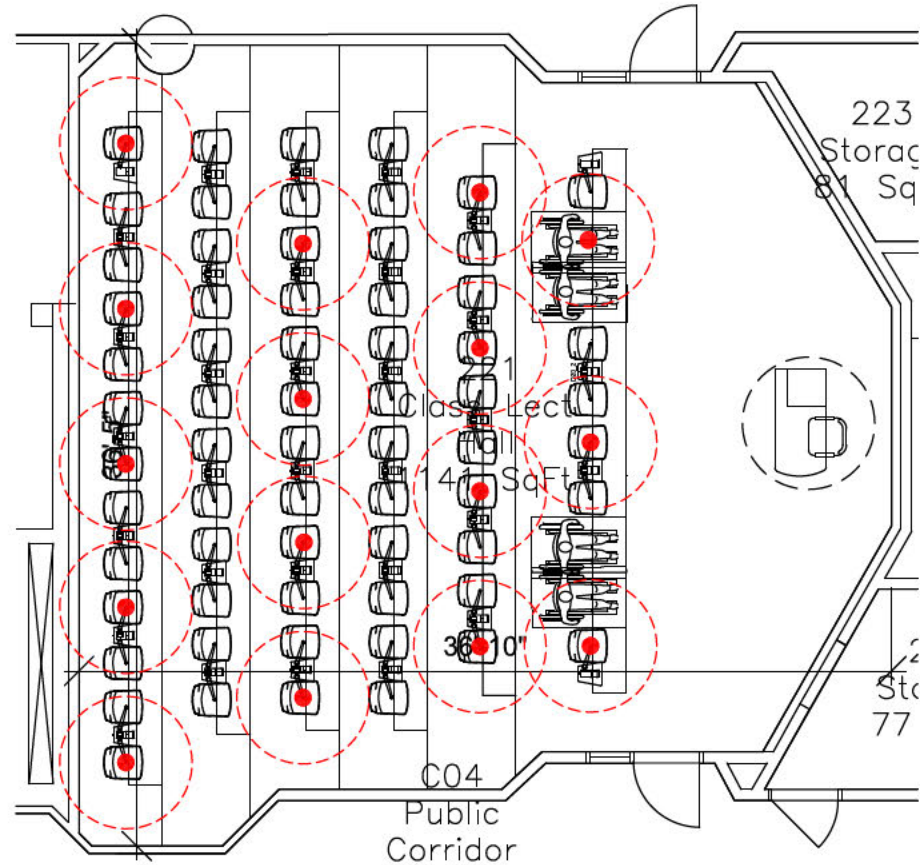
Kupfrian Hall Building - Room 211 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 16 Chairs ■
 Class 2 - 14 Chairs ■
 Total - 30 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (65)



1 Mechanical Engineering Center - Room 221 - Class 1
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

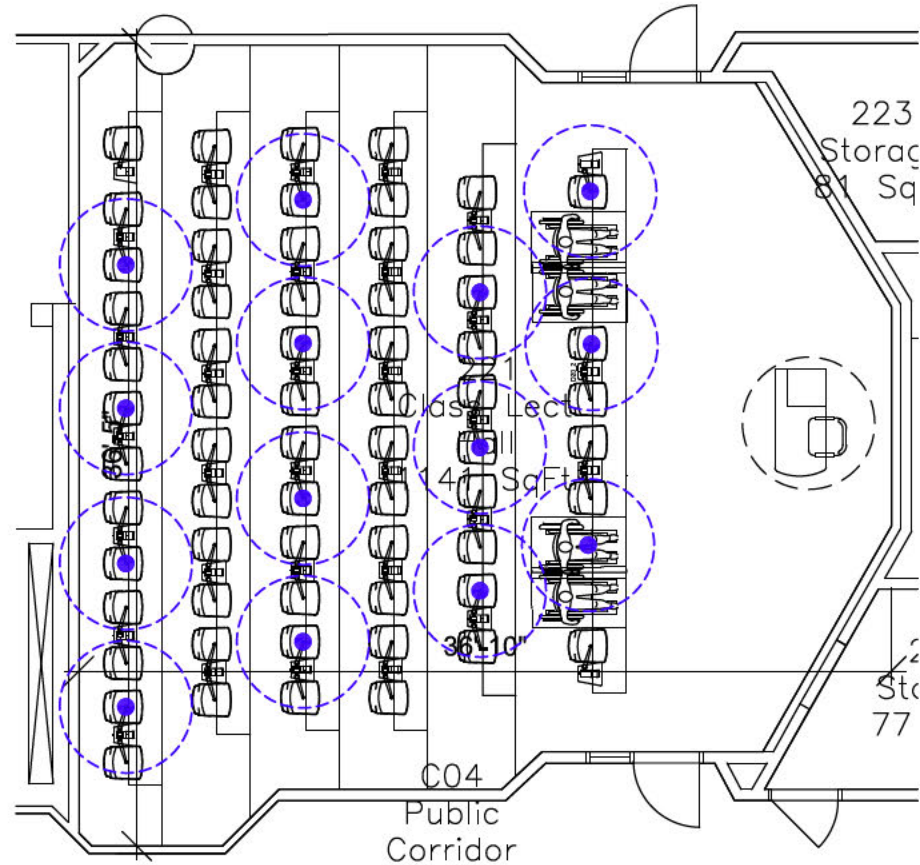
Class 1 - 16 Chairs ■

Class 2 - 14 Chairs ■

Total - 30 Safe Chairs

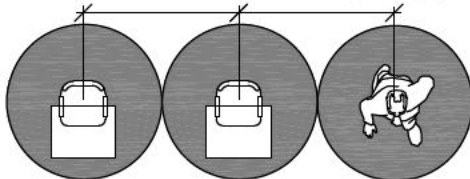
Social Distance Space Requirements

Existing Room Desk Count (65)



6'-0"

Minimum Distance Instructor



2

Mechanical Engineering Center - Room 221 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

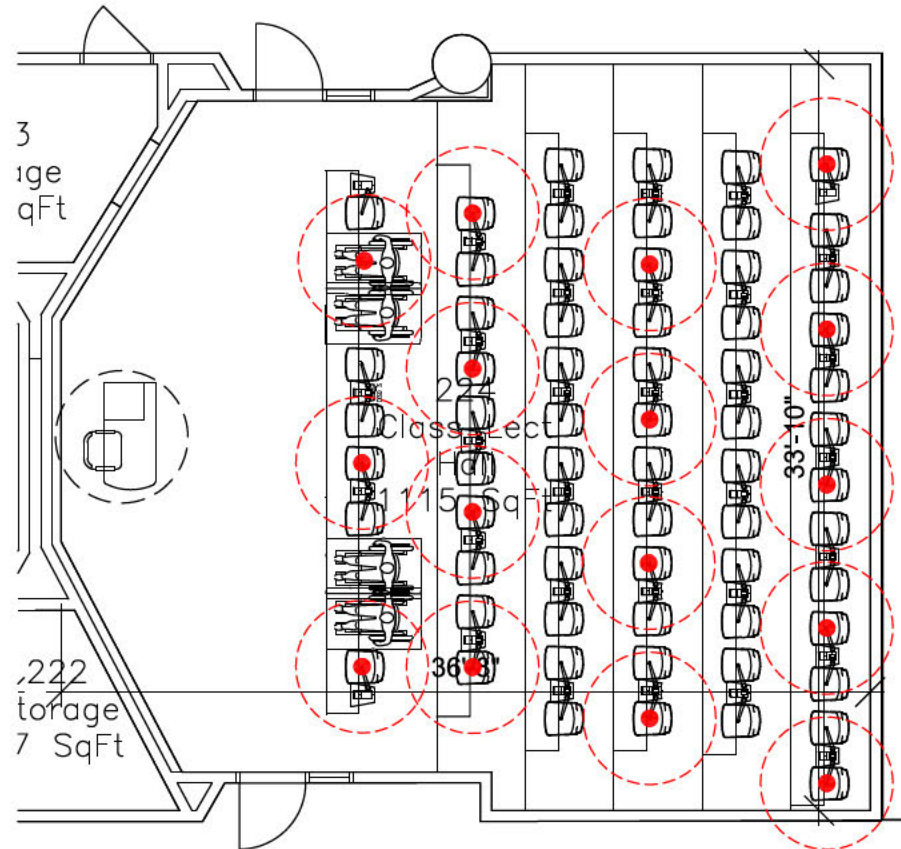
Class 1 - 16 Chairs ■

Class 2 - 14 Chairs ■

Total - 30 Safe Chairs

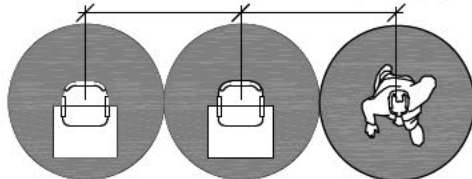
Social Distance Space Requirements

Existing Room Desk Count (65)



6'-0"

Minimum Distance Instructor



1

Mechanical Engineering Center - Room 224 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

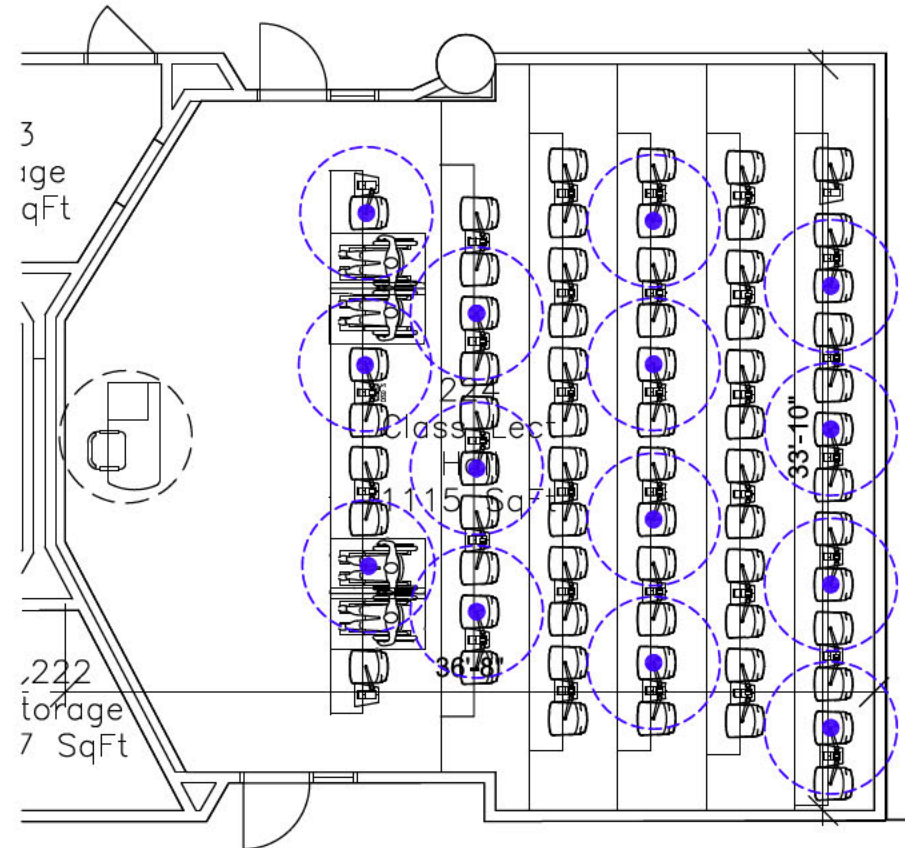
Class 1 - 16 Chairs ■

Class 2 - 14 Chairs ■

Total - 30 Safe Chairs

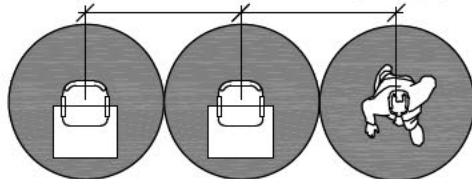
Social Distance Space Requirements

Existing Room Desk Count (65)



6'-0"

Minimum Distance Instructor



2

Mechanical Engineering Center - Room 224 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

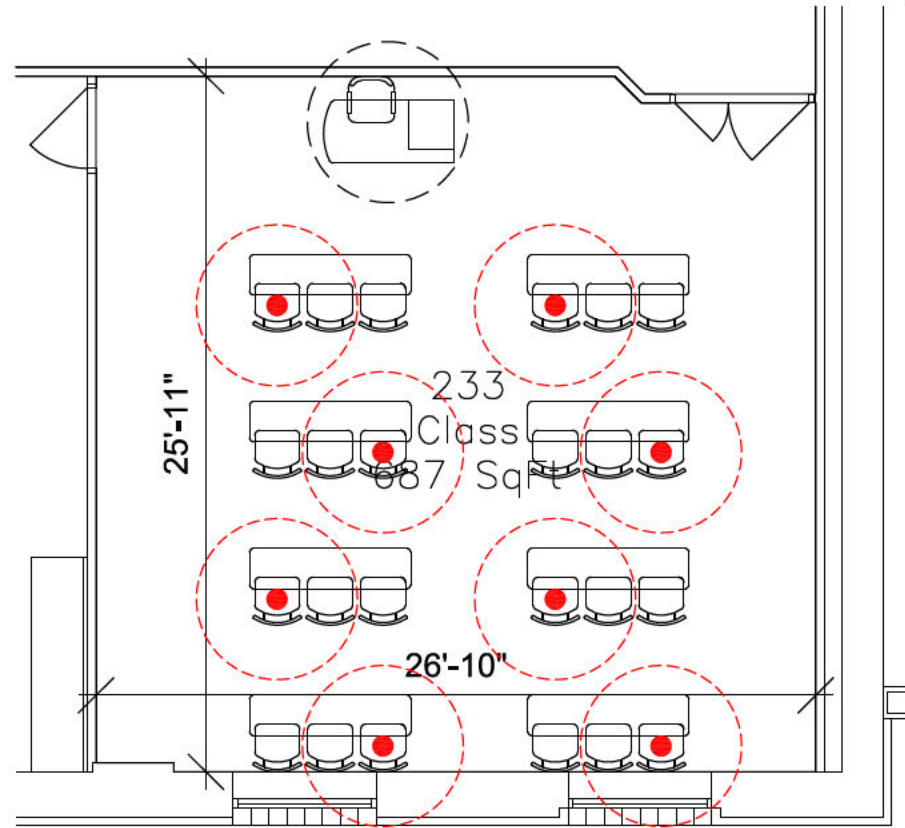
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

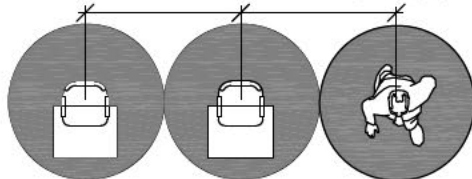
Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



1

Mechanical Engineering Center - Room 233 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

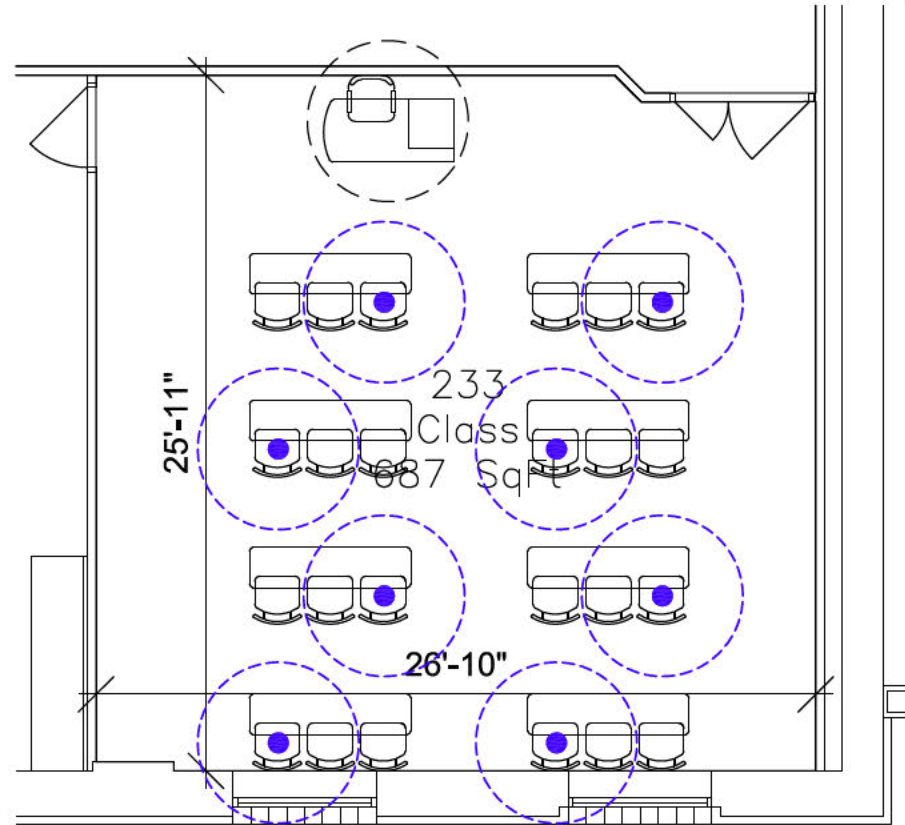
Class 1 - 8 Chairs ■

Class 2 - 8 Chairs ■

Total - 16 Safe Chairs

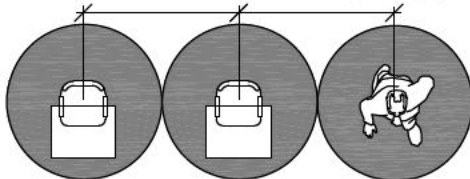
Social Distance Space Requirements

Existing Room Desk Count (24)



6'-0"

Minimum Distance Instructor



2

Mechanical Engineering Center - Room 233 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

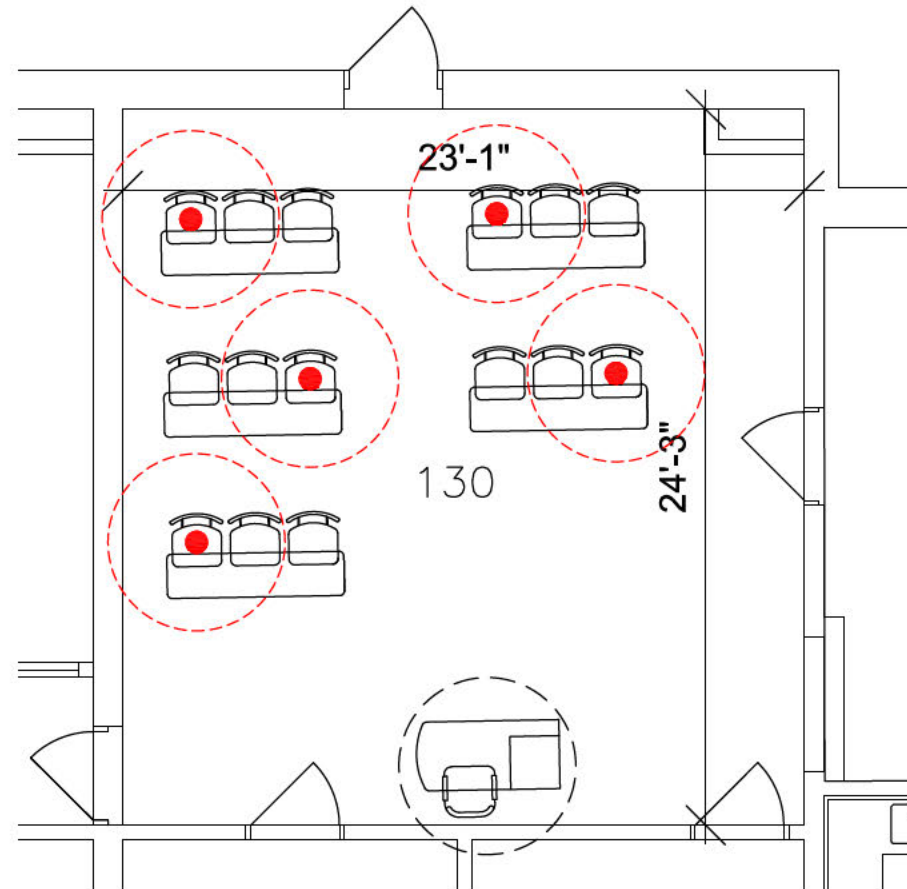
Class 1 - 5 Chairs ■

Class 2 - 5 Chairs ■

Total - 10 Safe Chairs

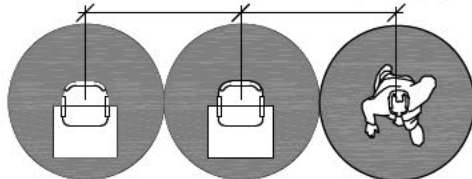
Social Distance Space Requirements

Existing Room Desk Count (15)



6'-0"

Minimum Distance Instructor



1

Redwood Residence Hall - Room 130 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

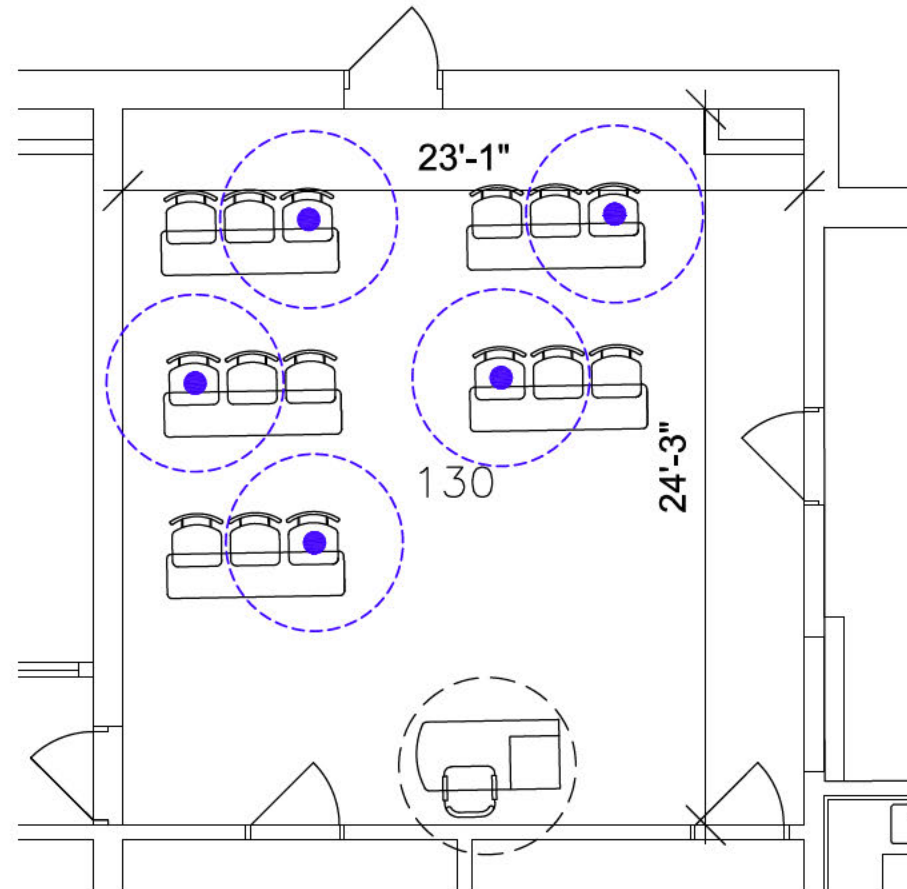
Class 1 - 5 Chairs ■

Class 2 - 5 Chairs ■

Total - 10 Safe Chairs

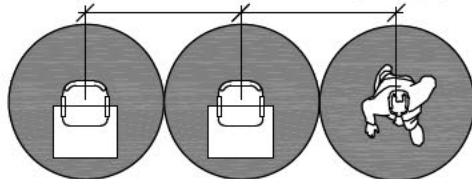
Social Distance Space Requirements

Existing Room Desk Count (15)



6'-0"

Minimum Distance Instructor



2

Redwood Residence Hall - Room 130 - Class 2

SCALE: N.T.S

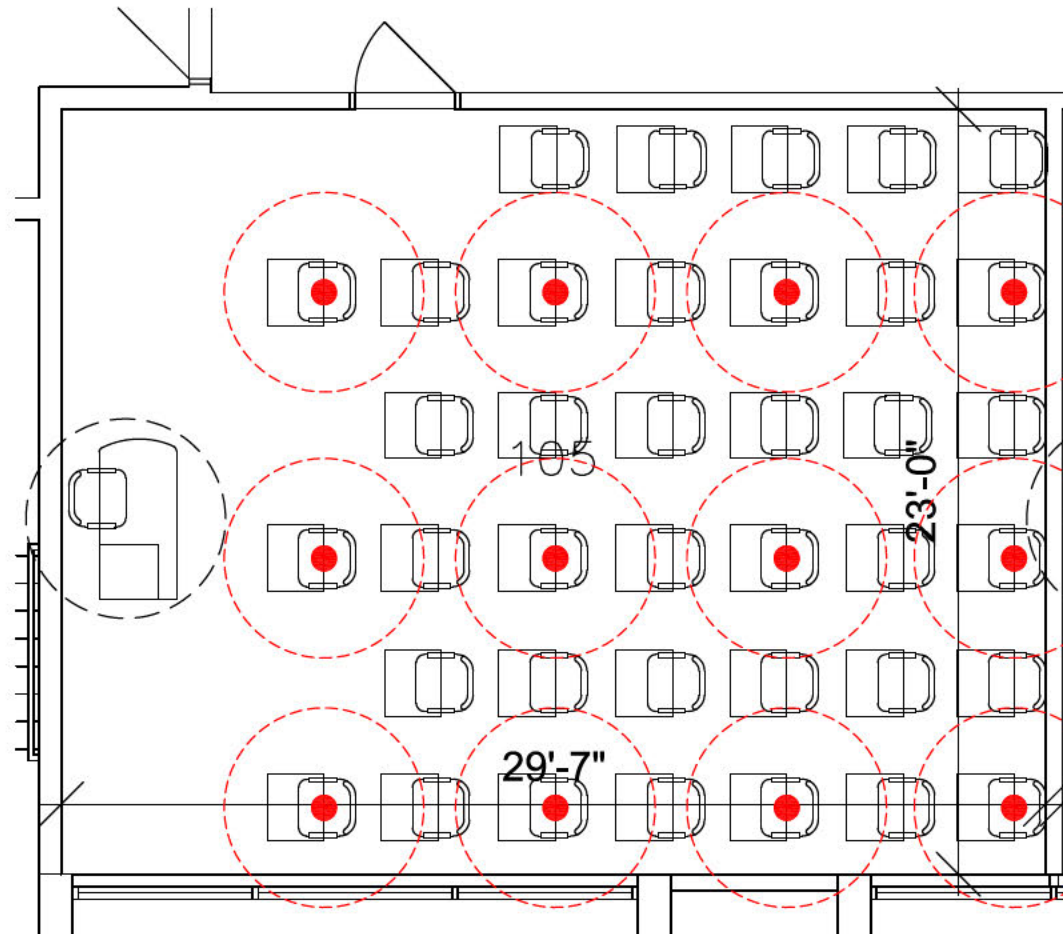
Proposed Modified
Desk Count per Class

Class 1 - 12 Chairs ■
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

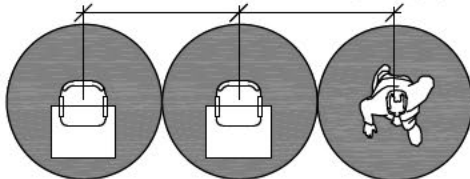
Social Distance Space Requirements

Existing Room Desk Count (38)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 105 - Class 1

SCALE: N.T.S

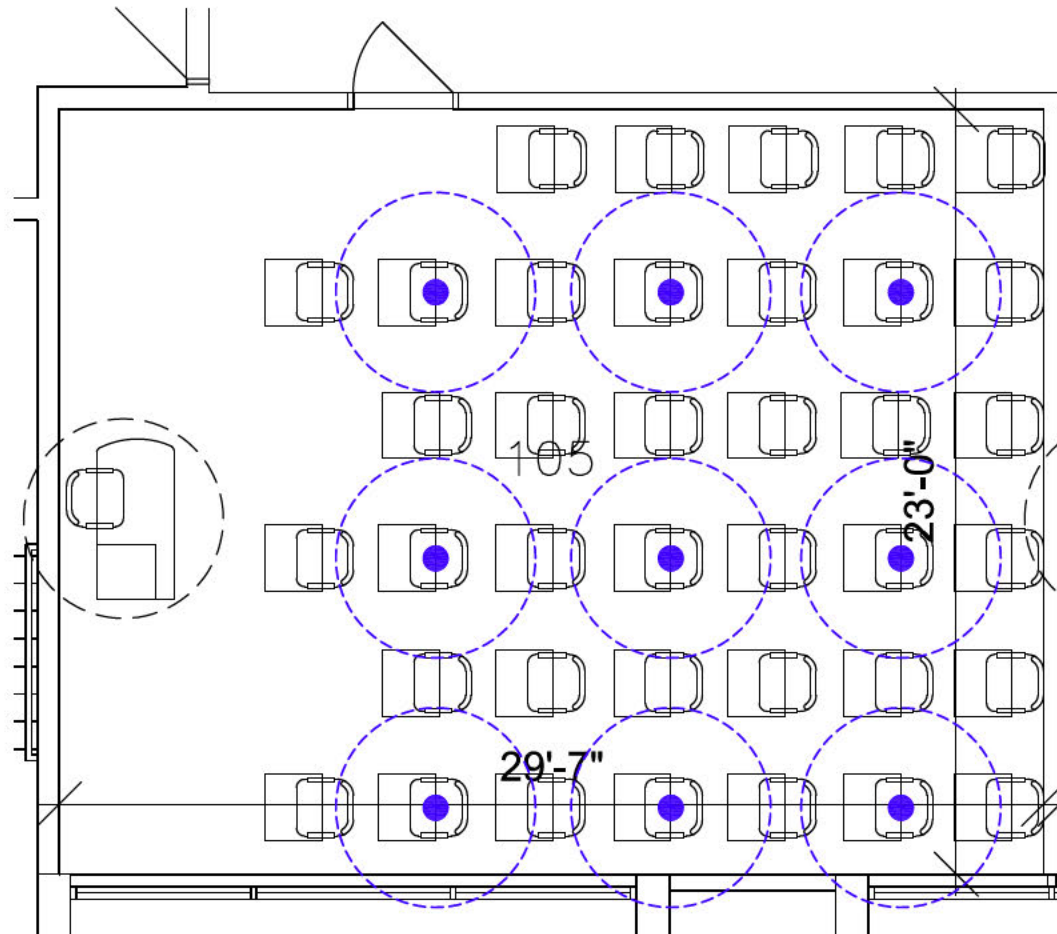
Proposed Modified
Desk Count per Class

Class 1 - 12 Chairs ■
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

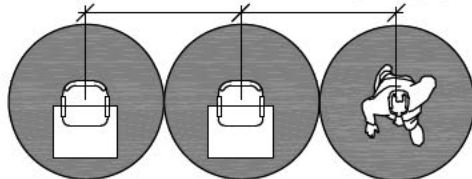
Social Distance Space Requirements

Existing Room Desk Count (38)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 105 - Class 2

SCALE: N.T.S

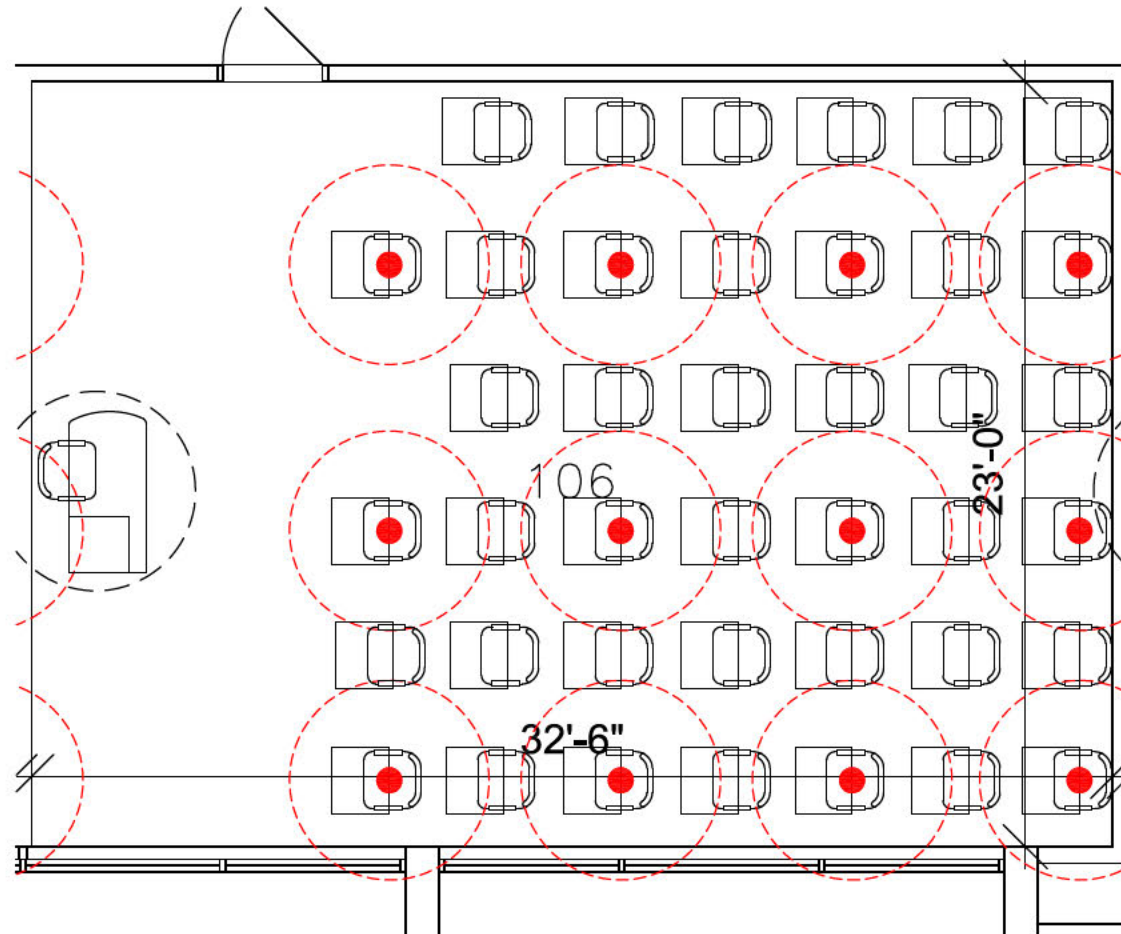
Proposed Modified
Desk Count per Class

Class 1 - 12 Chairs ■
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

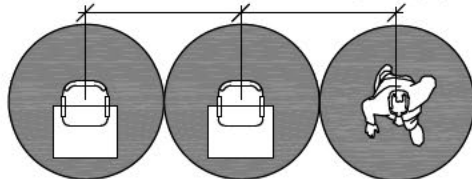
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 106 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

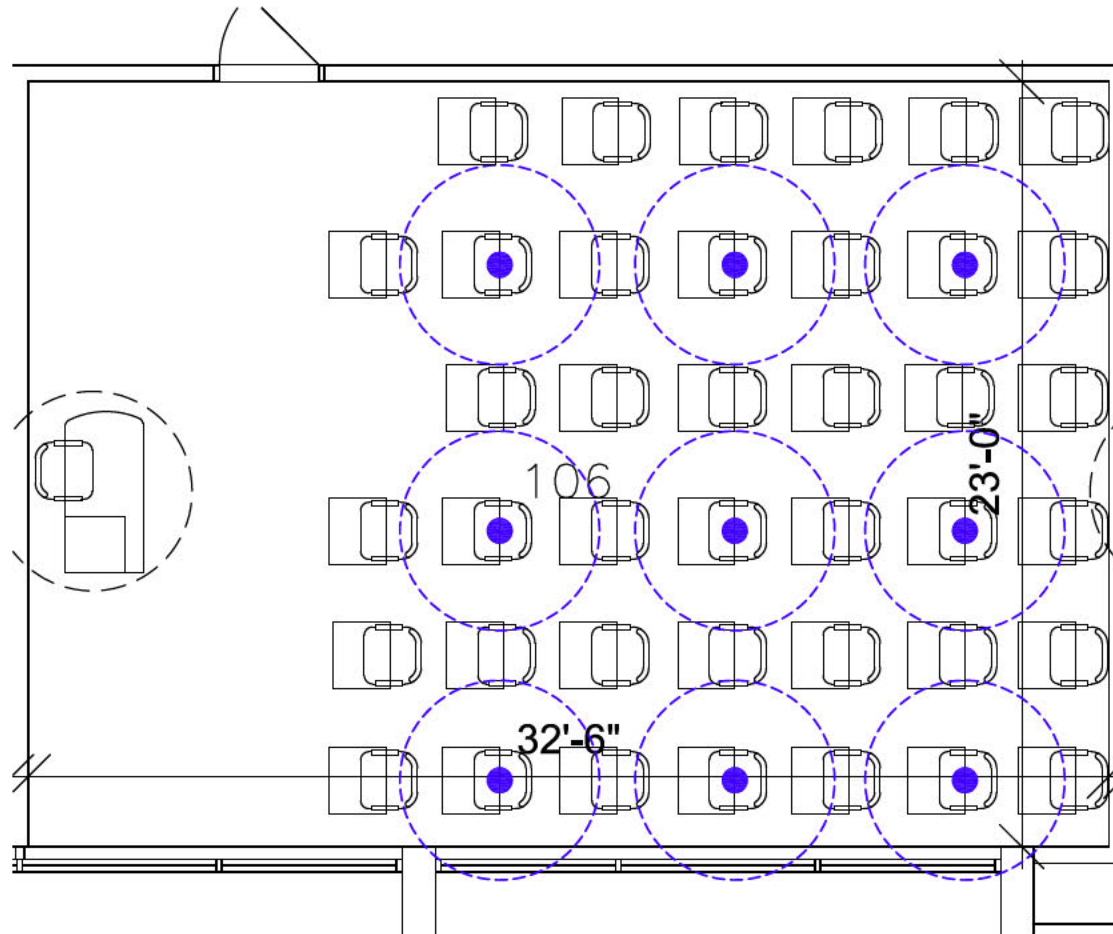
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

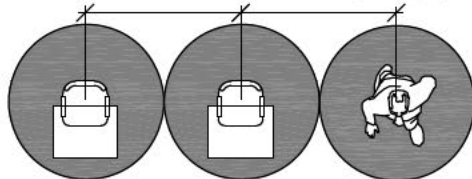
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 106 - Class 2

SCALE: N.T.S

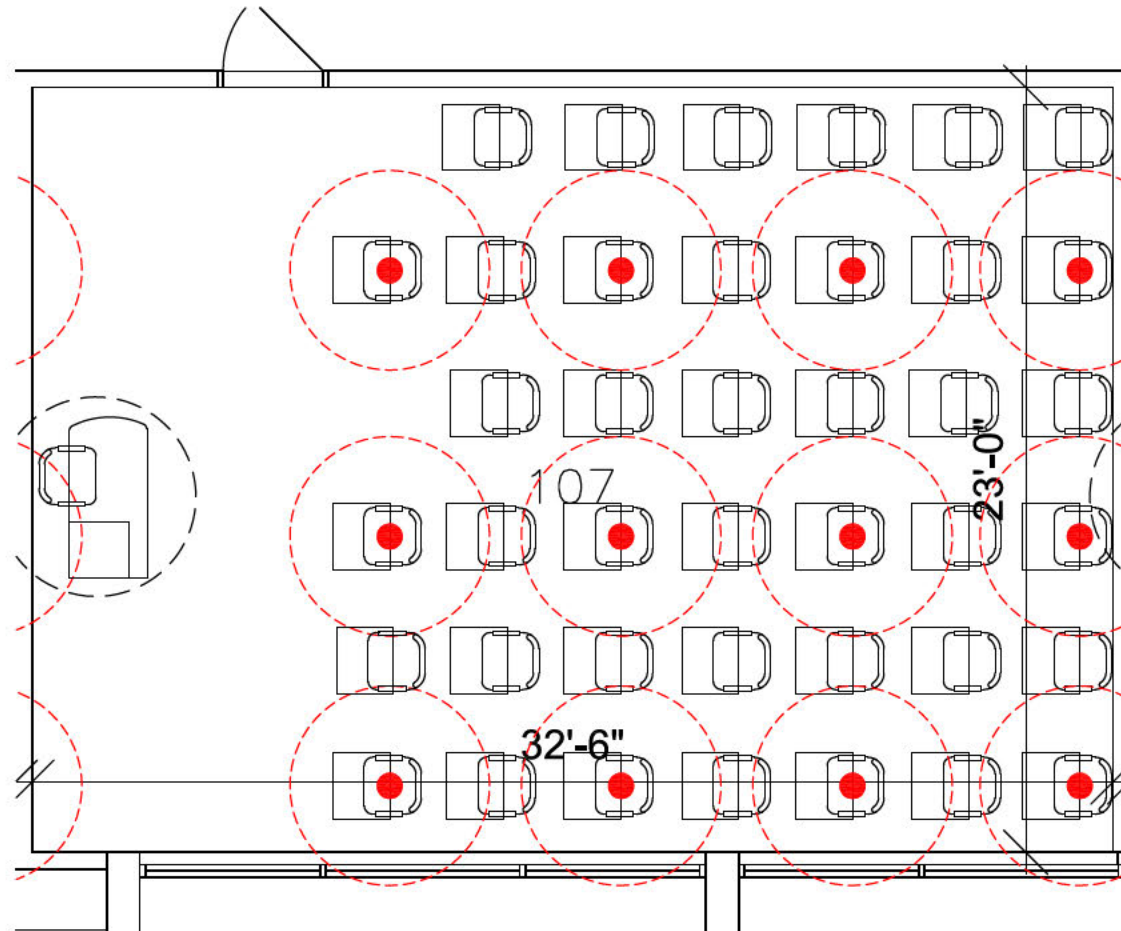
Proposed Modified
Desk Count per Class

Class 1 - 12 Chairs ■
Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

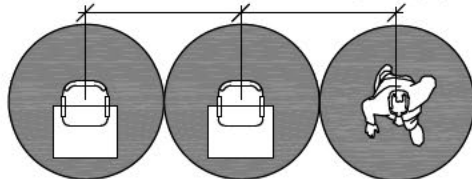
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 107 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

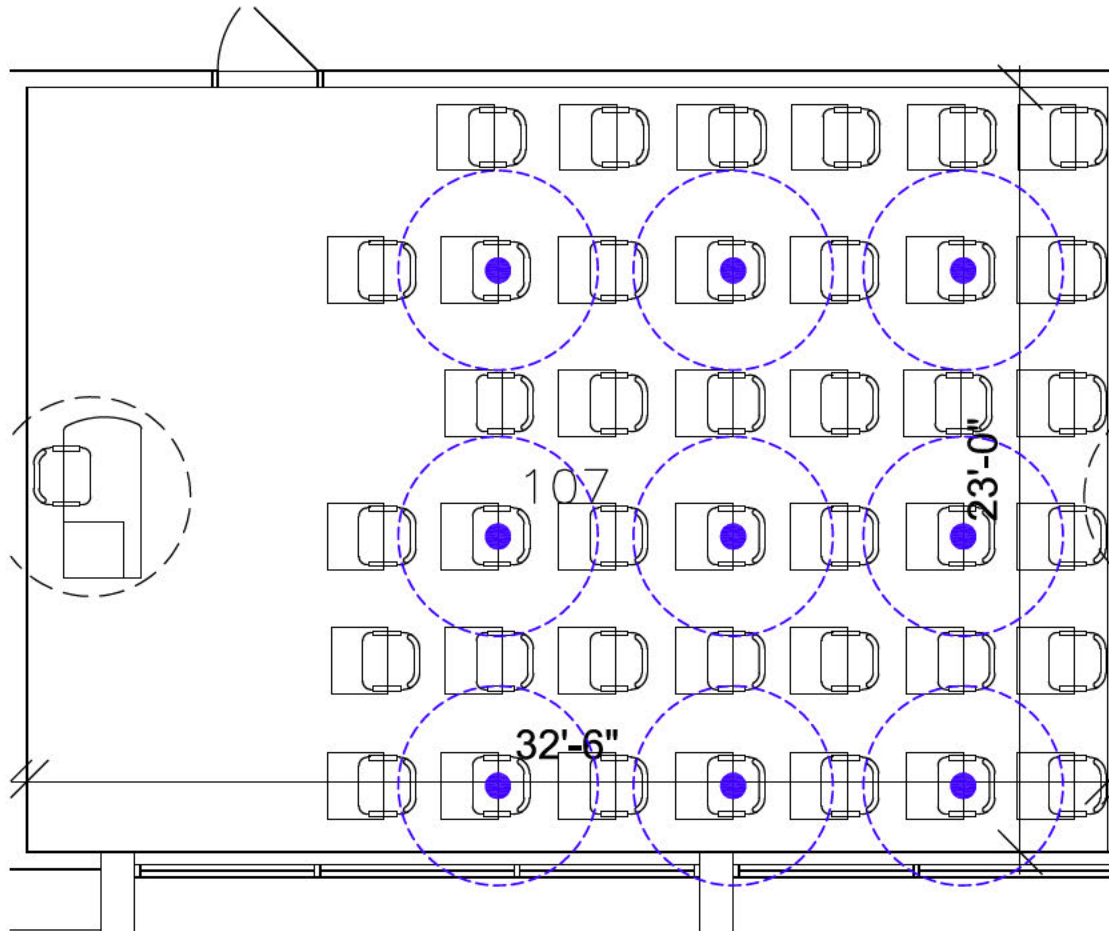
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

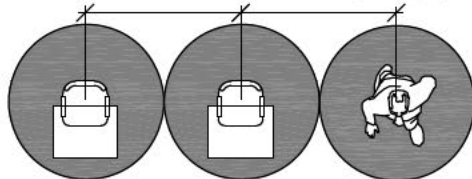
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 107 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

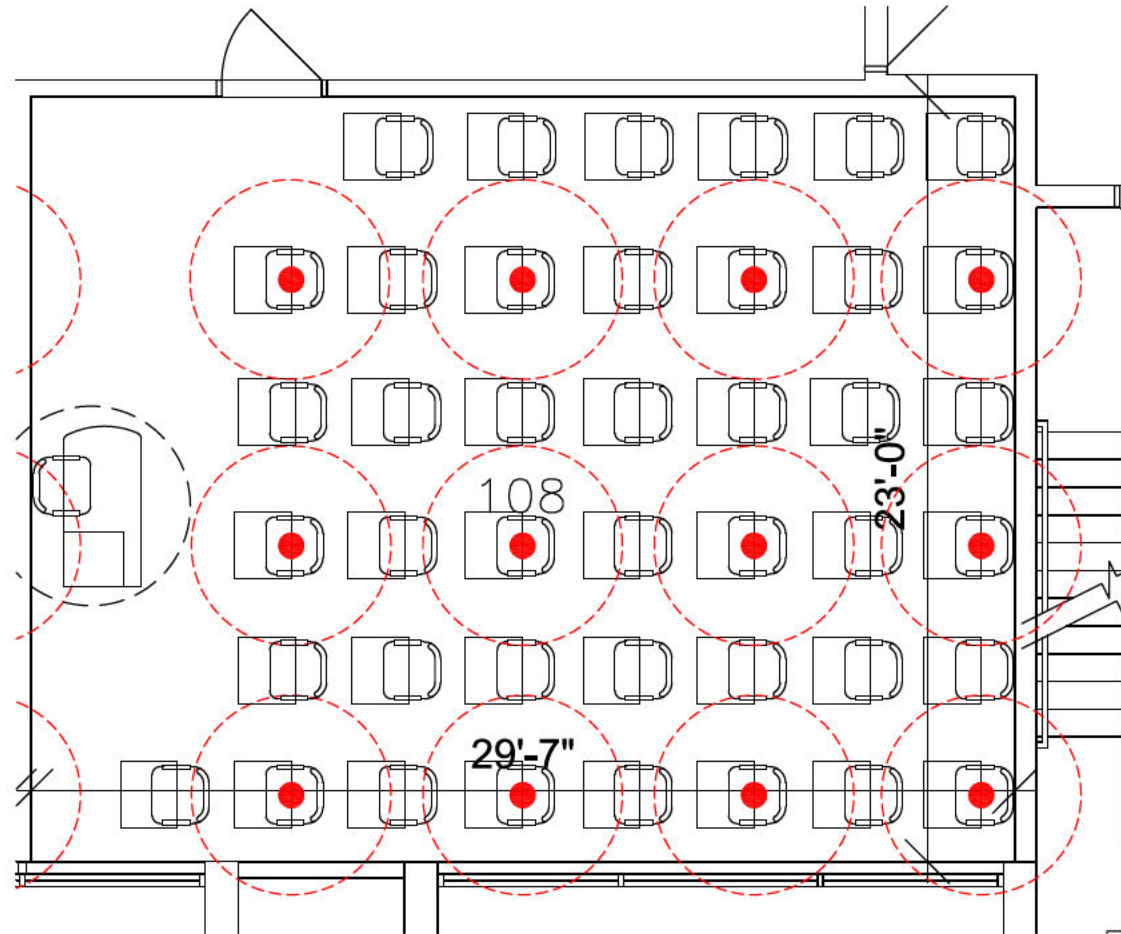
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

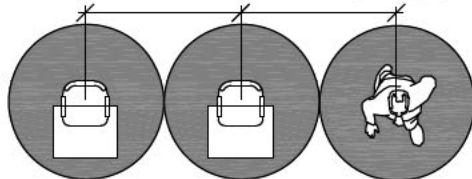
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 108 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

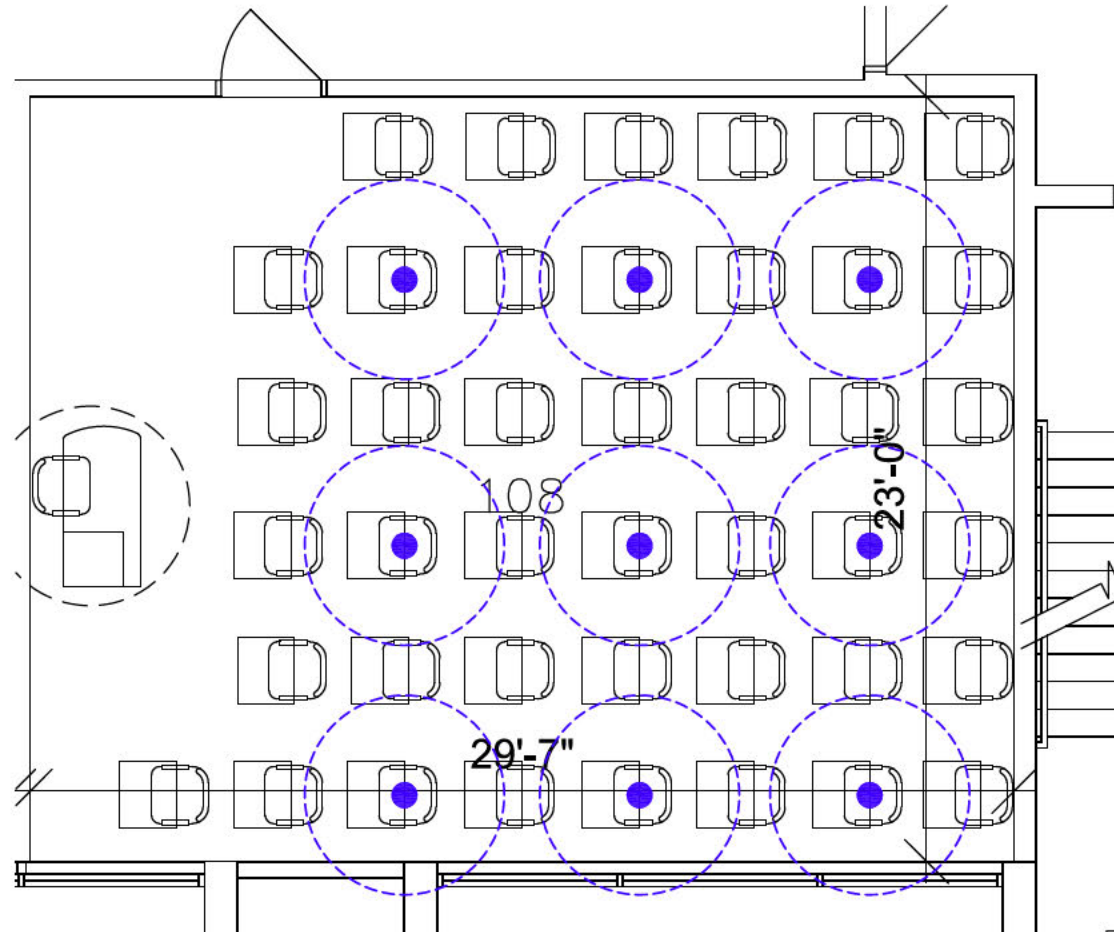
Class 1 - 12 Chairs ■

Class 2 - 9 Chairs ■

Total - 21 Safe Chairs

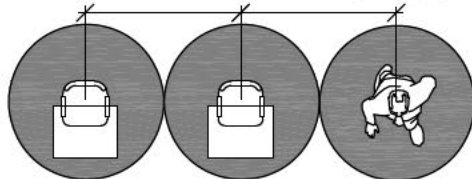
Social Distance Space Requirements

Existing Room Desk Count (42)



6'-0"

Minimum Distance Instructor



2

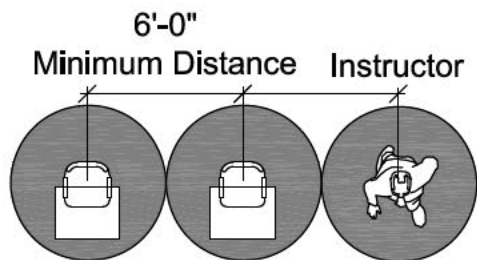
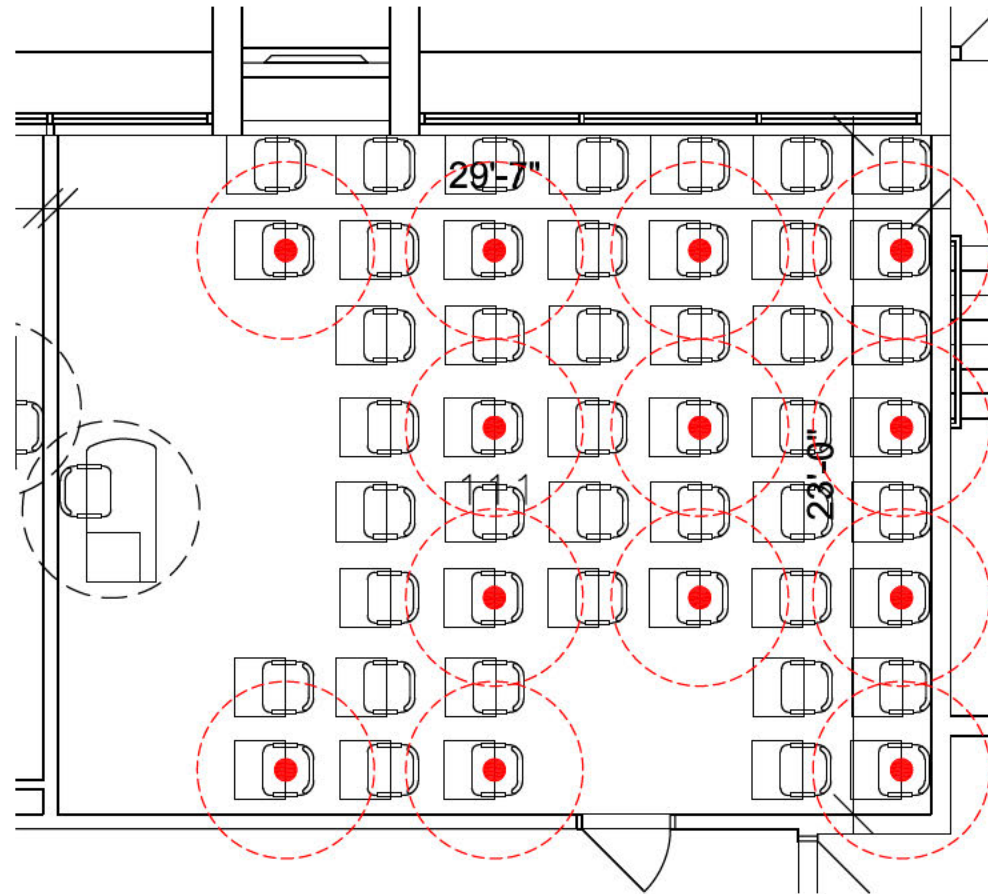
Tiernan Hall Building - Room 108 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 13 Chairs ■
 Class 2 - 11 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (48)



1 Tiernan Hall Building - Room 111 - Class 1
 SCALE: N.T.S

Proposed Modified
Desk Count per Class

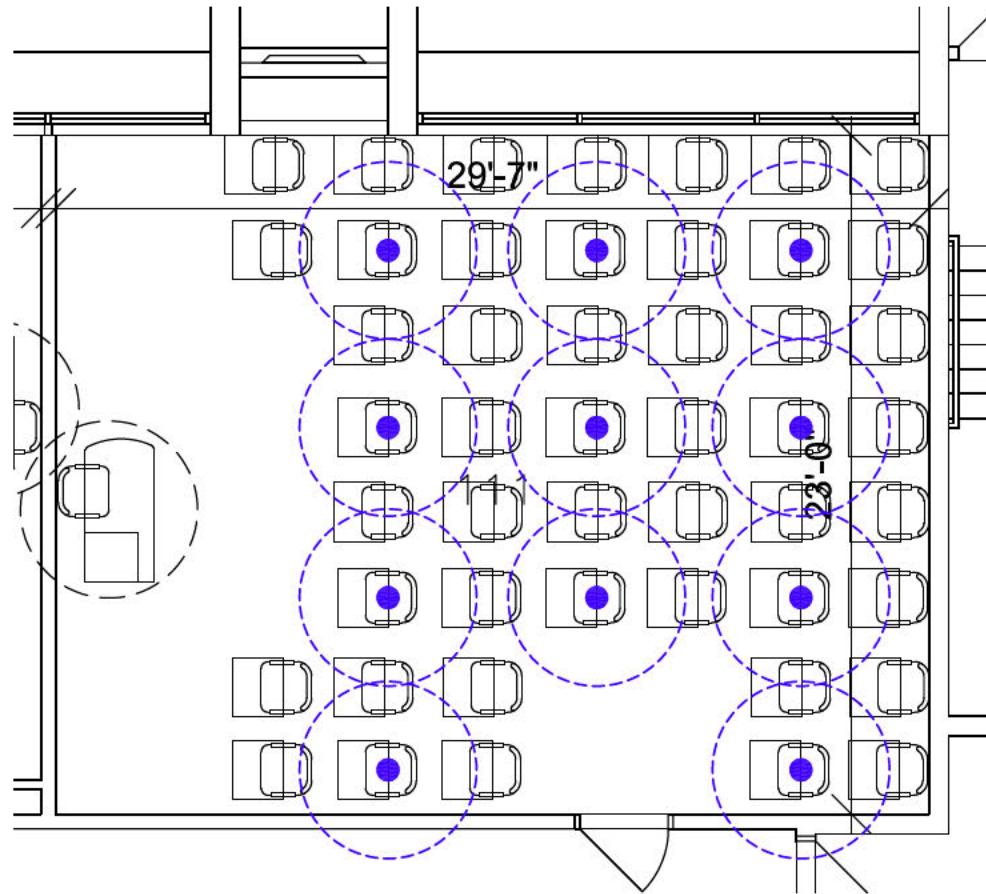
Class 1 - 13 Chairs ■

Class 2 - 11 Chairs ■

Total - 24 Safe Chairs

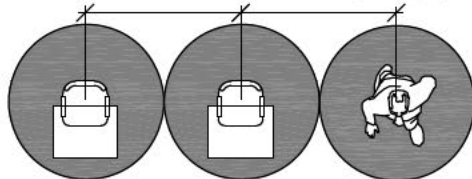
Social Distance Space Requirements

Existing Room Desk Count (48)



6'-0"

Minimum Distance Instructor



2

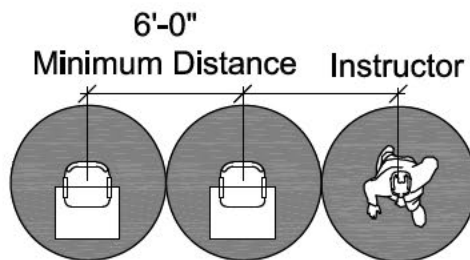
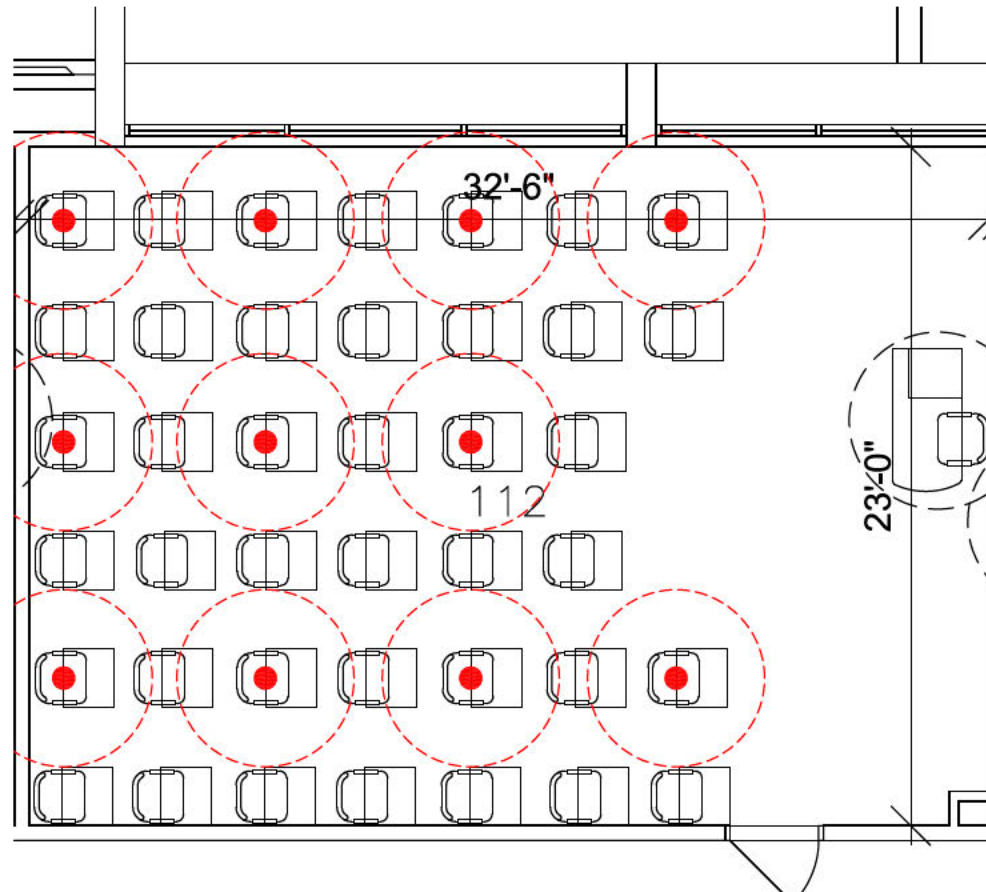
Tiernan Hall Building - Room 111 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 20 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)

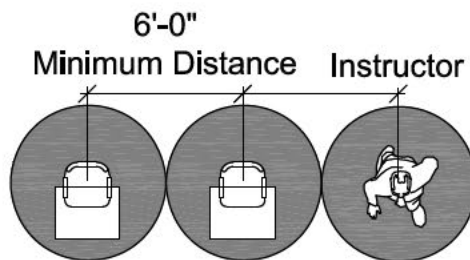
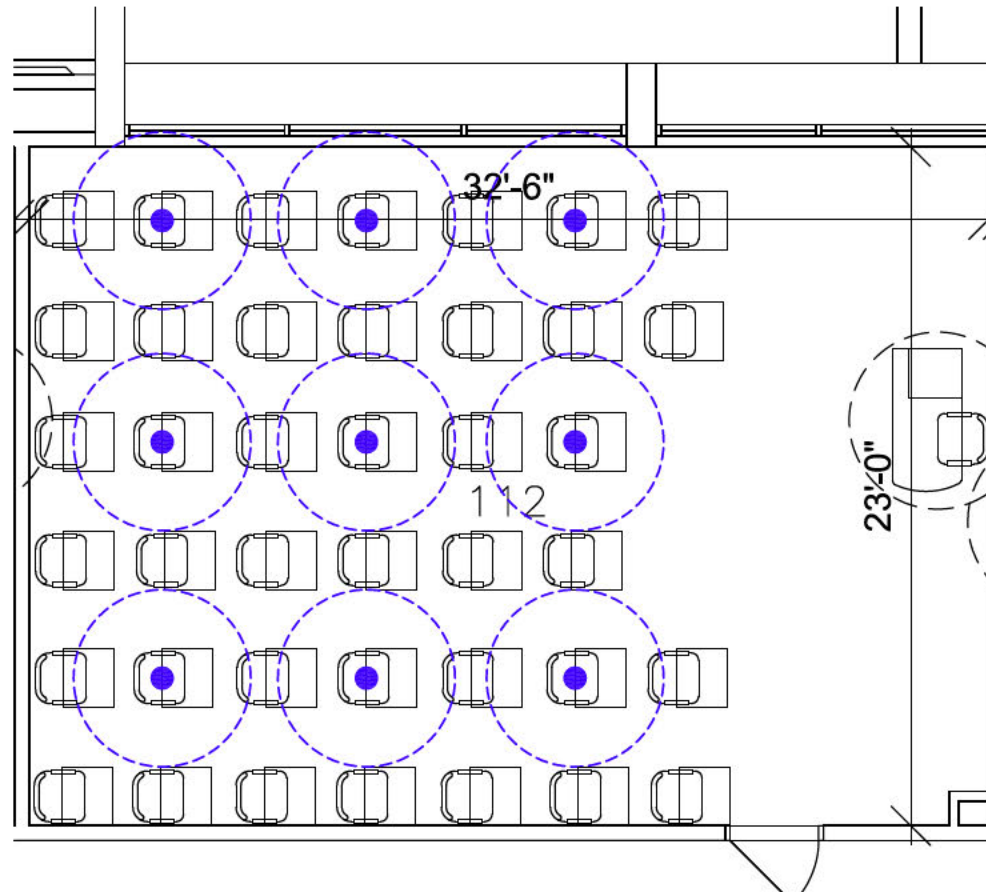


1 Tiernan Hall Building - Room 112 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 20 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)



2

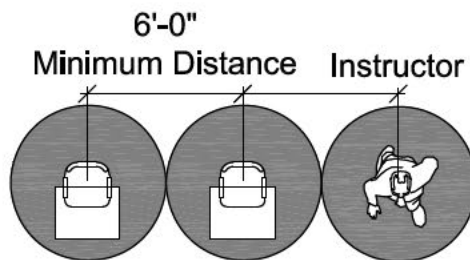
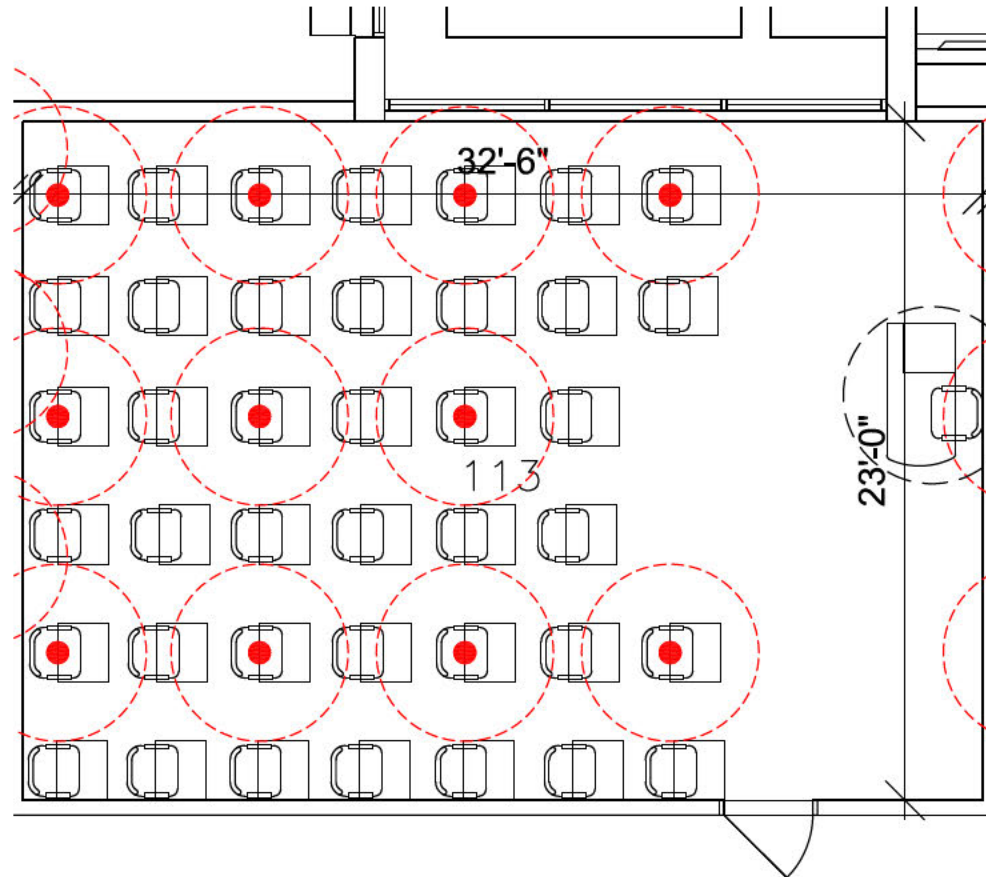
Tiernan Hall Building - Room 112 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 20 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)

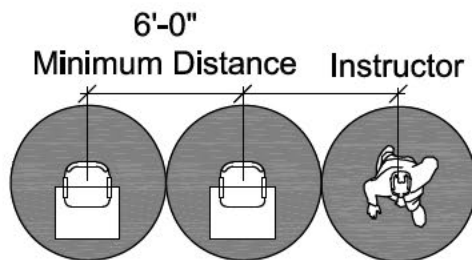
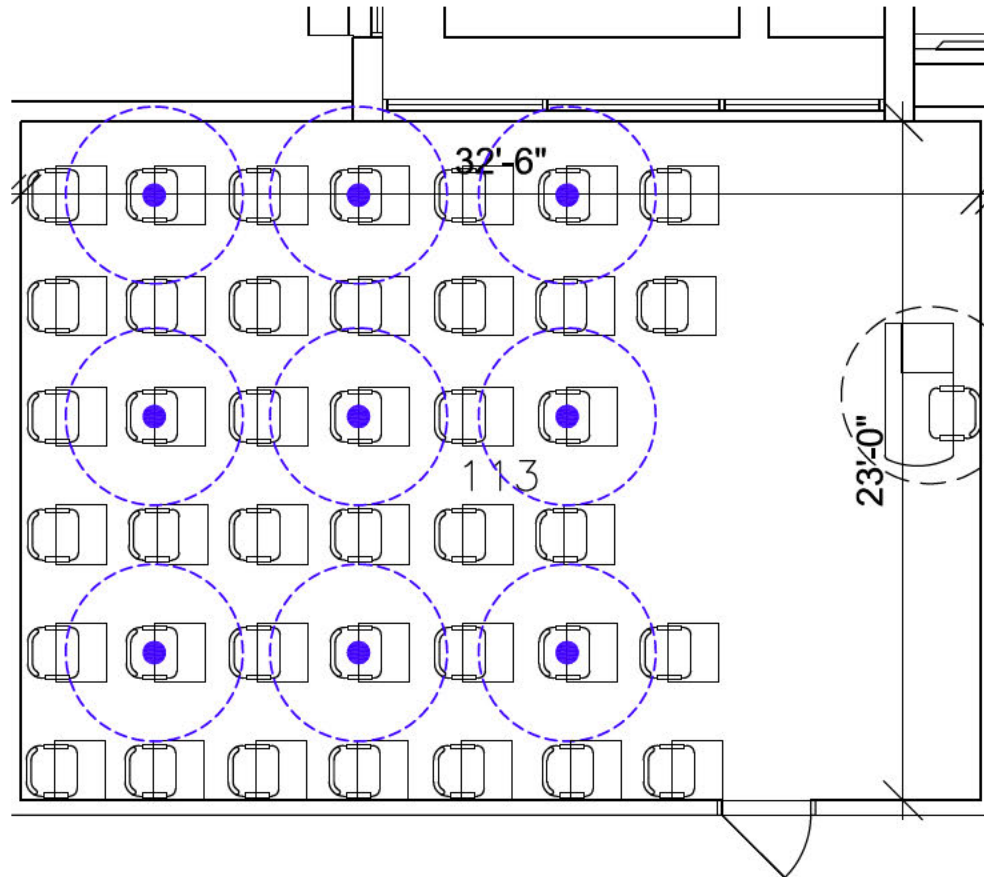


1 Tiernan Hall Building - Room 113 - Class 1
 SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 9 Chairs ■
 Total - 20 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)



2

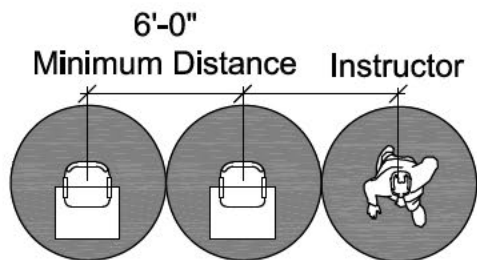
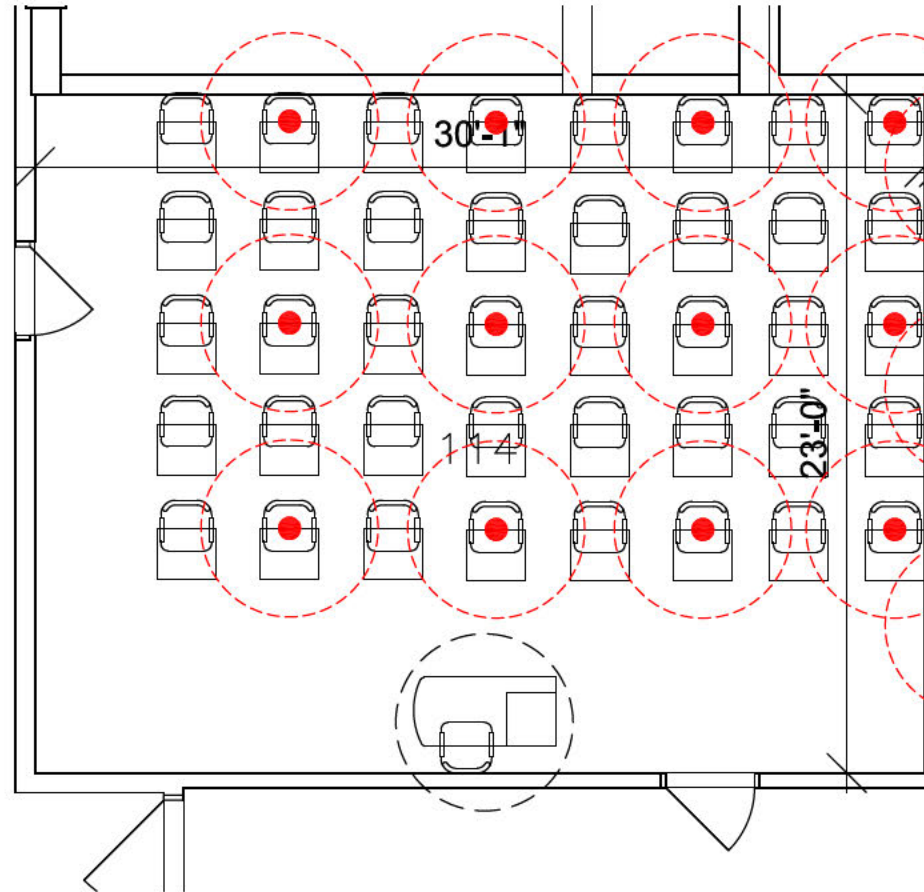
Tiernan Hall Building - Room 113 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 12 Chairs ■
 Class 2 - 12 Chairs ■
 Total - 24 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (40)



1 Tiernan Hall Building - Room 114 - Class 1
 SCALE: N.T.S

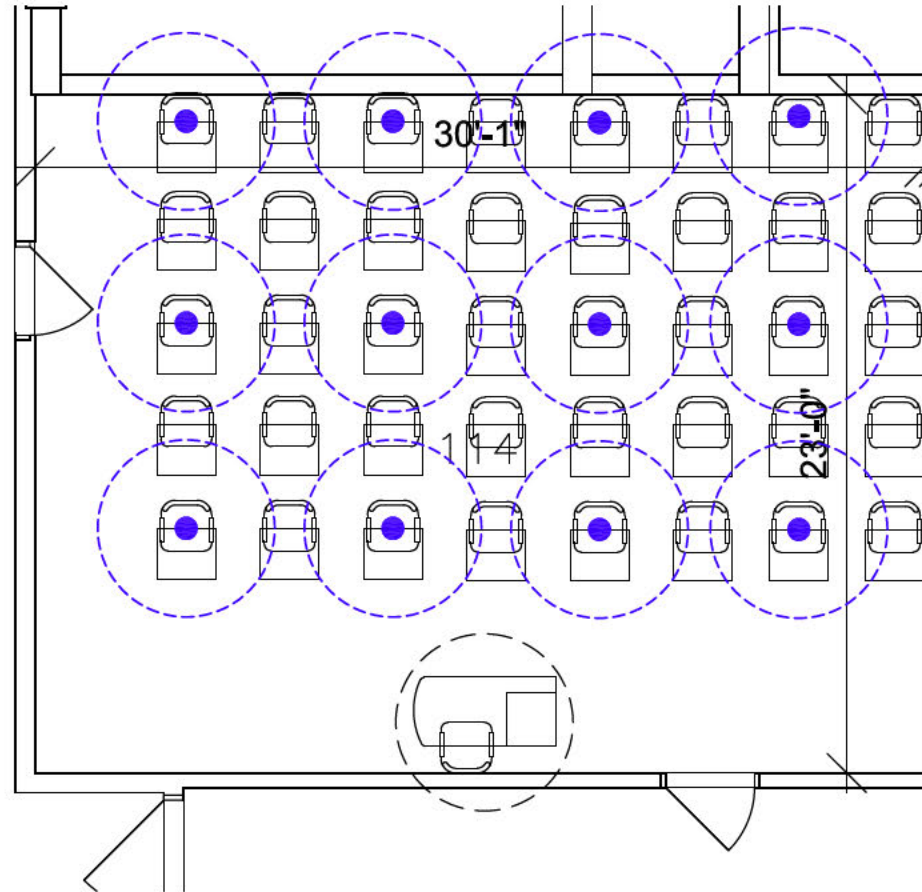
Proposed Modified
Desk Count per Class

Class 1 - 12 Chairs ■
Class 2 - 12 Chairs ■

Total - 24 Safe Chairs

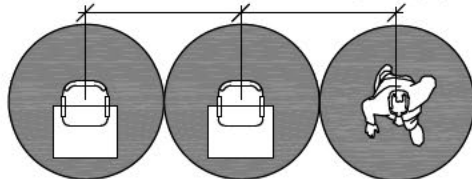
Social Distance Space Requirements

Existing Room Desk Count (40)



6'-0"

Minimum Distance Instructor



2

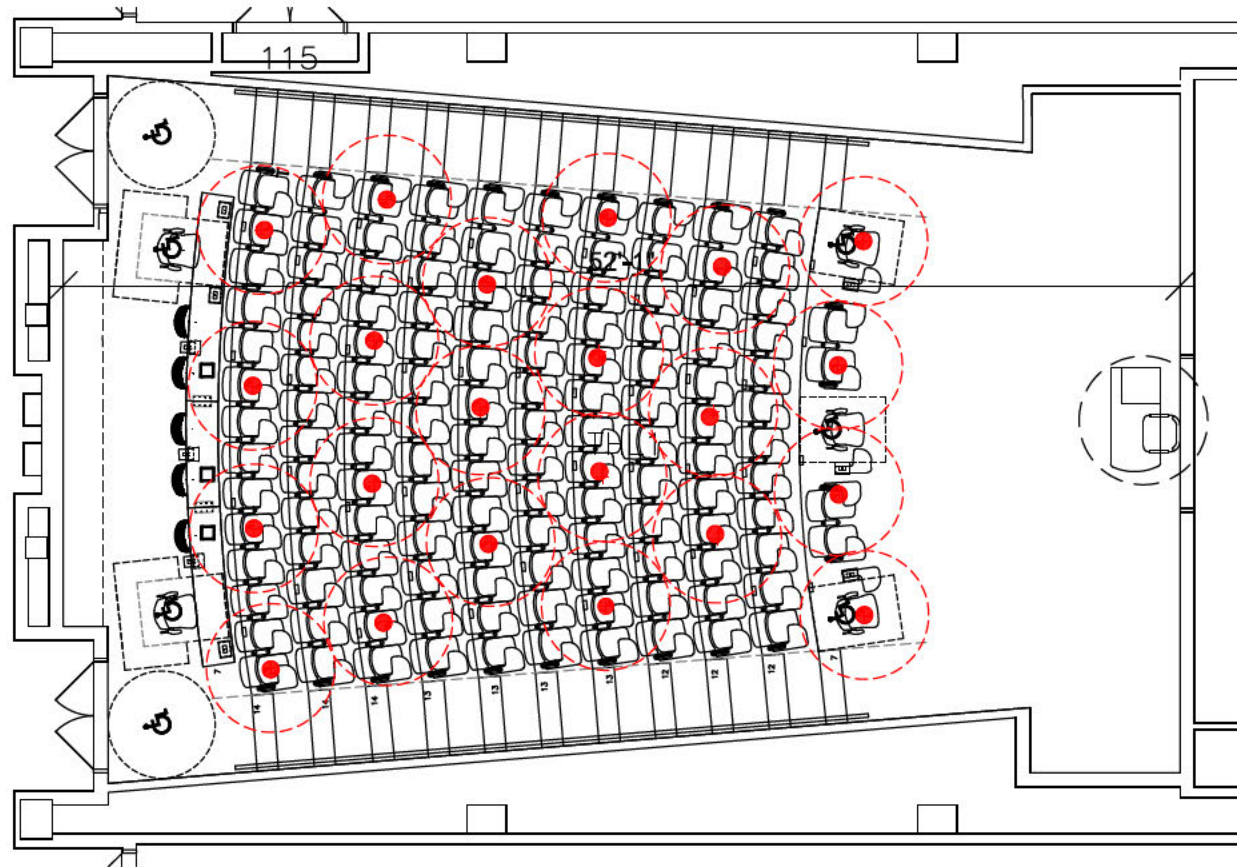
Tiernan Hall Building - Room 114 - Class 2

SCALE: N.T.S

Proposed Modified
 Desk Count per Class
 Class 1 - 22 Chairs ■
 Class 2 - 22 Chairs ■
 Total - 44 Safe Chairs

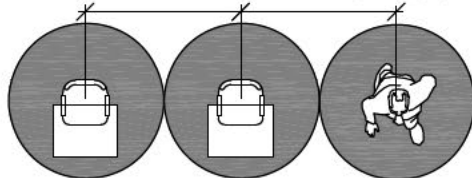
Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room THL1 - Class 1

SCALE: N.T.S

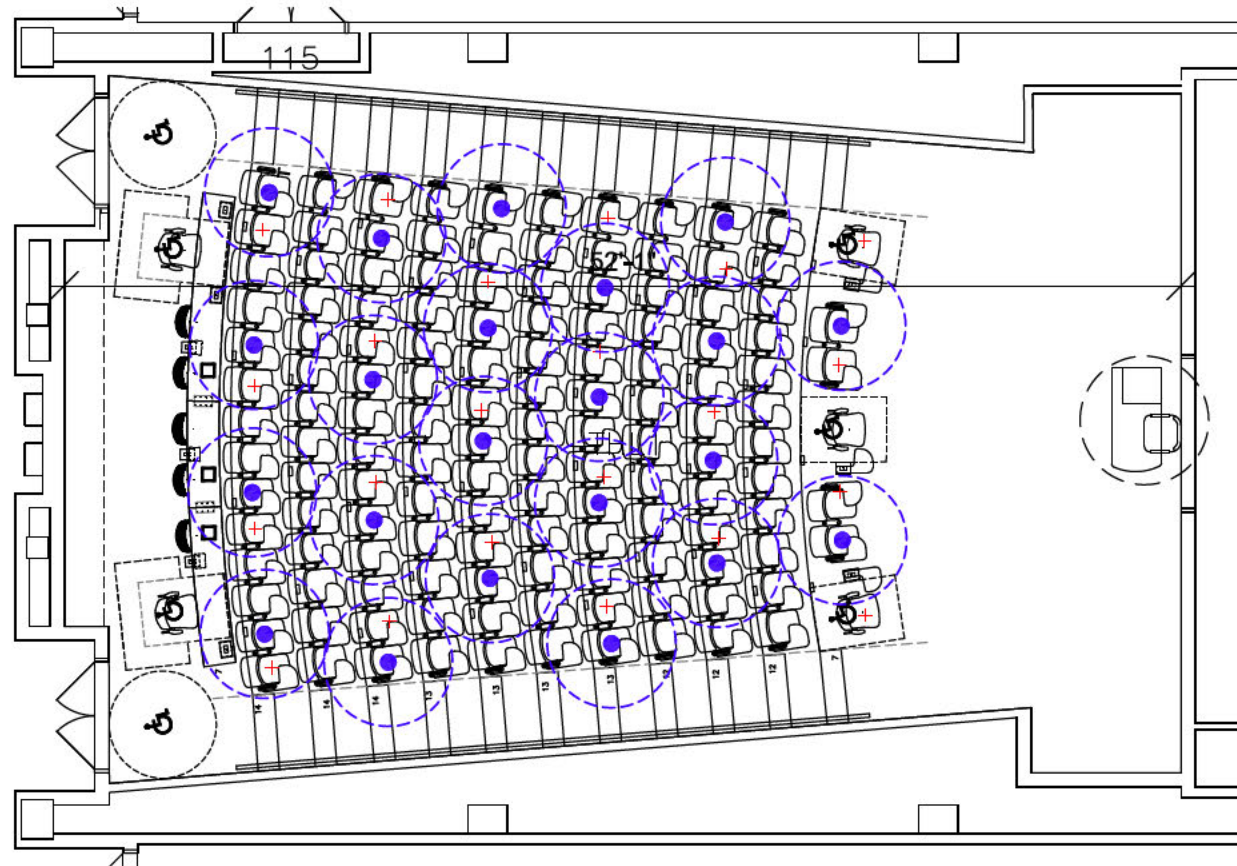
Proposed Modified
Desk Count per Class

Class 1 - 22 Chairs ■
Class 2 - 22 Chairs ■

Total - 44 Safe Chairs

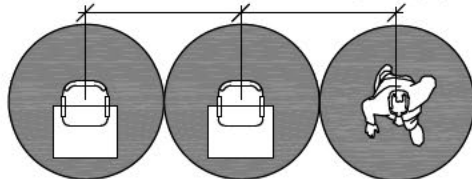
Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room THL1 - Class 2

SCALE: N.T.S

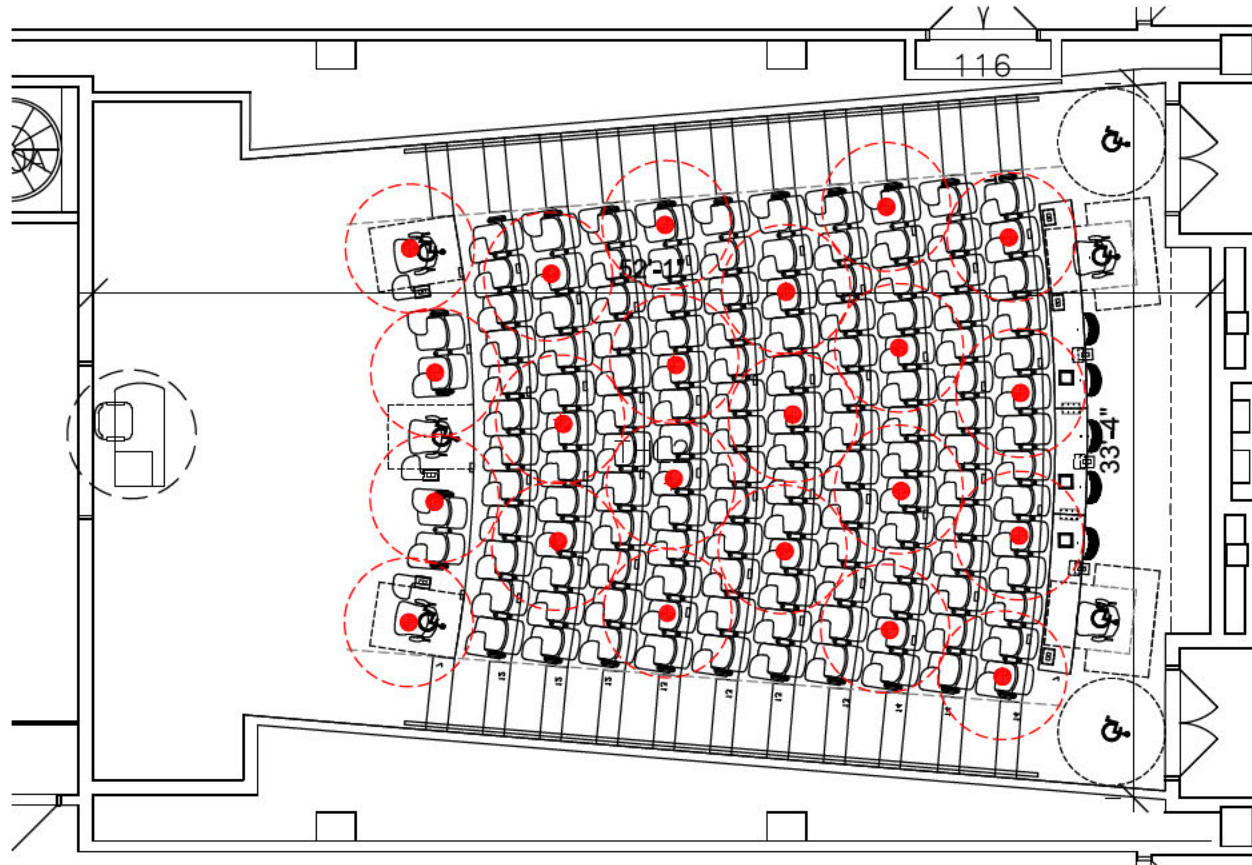
Proposed Modified
Desk Count per Class

Class 1 - 22 Chairs ■
Class 2 - 22 Chairs ■

Total - 44 Safe Chairs

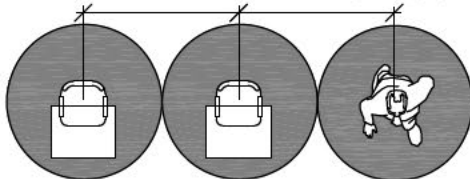
Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room THL2 - Class 1

SCALE: N.T.S

Proposed Modified
Desk Count per Class

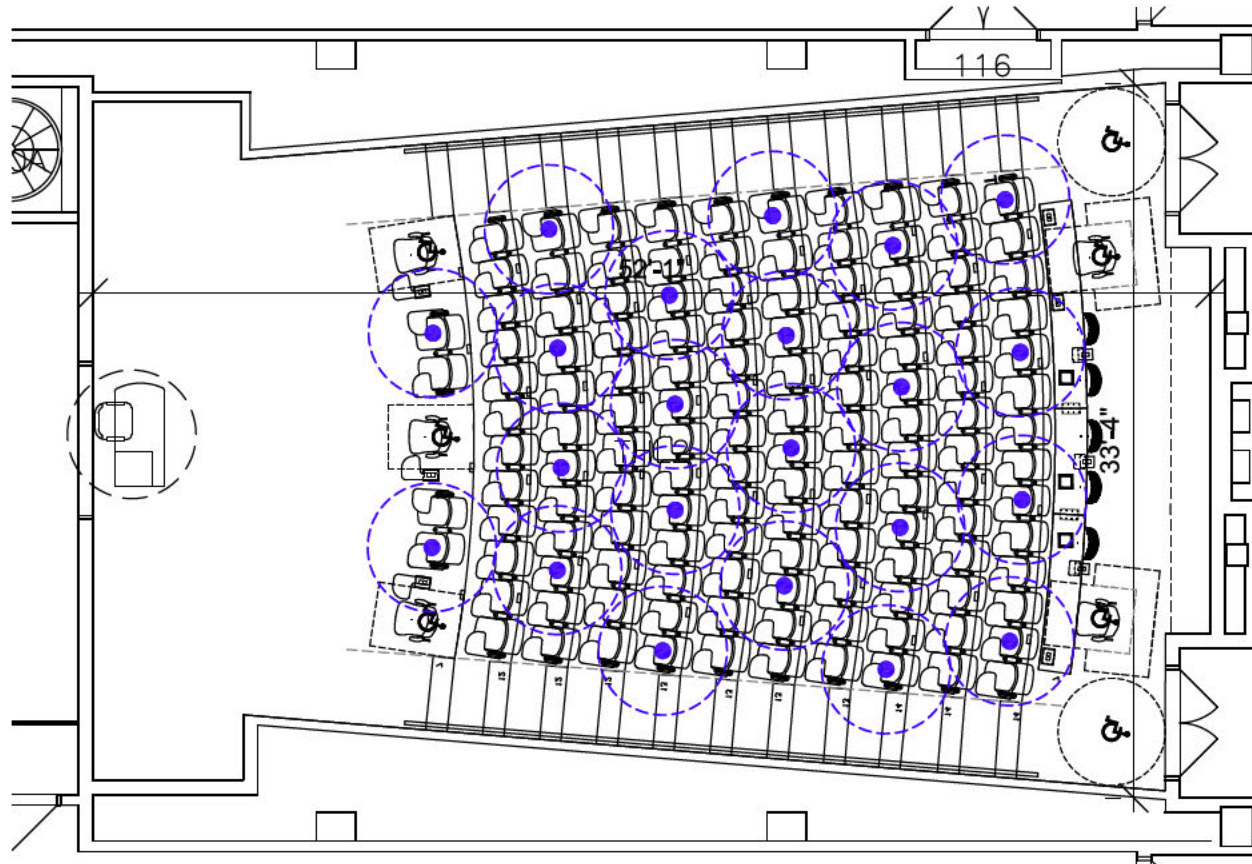
Class 1 - 22 Chairs ■

Class 2 - 22 Chairs ■

Total - 44 Safe Chairs

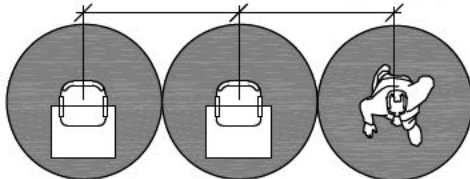
Social Distance Space Requirements

Existing Room Desk Count (144)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room THL2 - Class 2

SCALE: N.T.S

Proposed Modified
Desk Count per Class

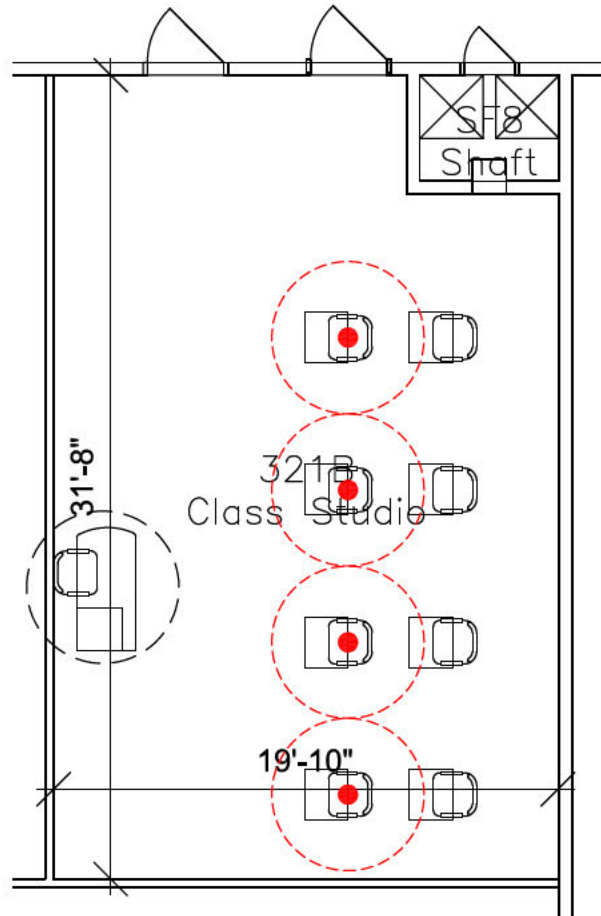
Class 1 - 4 Chairs ■

Class 2 - 4 Chairs ■

Total - 8 Safe Chairs

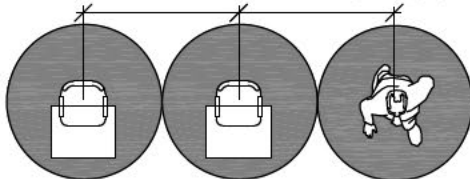
Social Distance Space Requirements

Existing Room Desk Count (8)



6'-0"

Minimum Distance Instructor



1

Tiernan Hall Building - Room 321B - Class 1

SCALE: N.T.S



Proposed Modified
Desk Count per Class

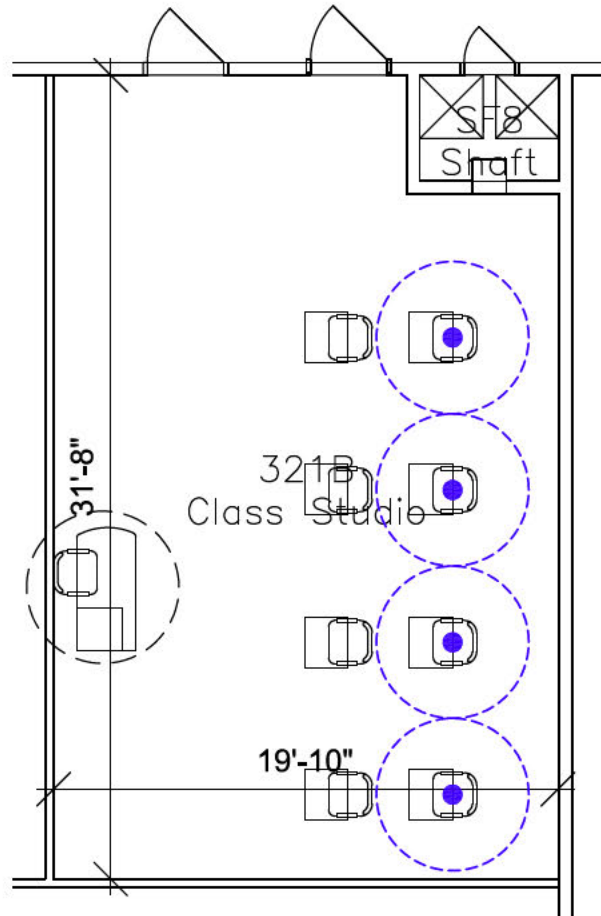
Class 1 - 4 Chairs ■

Class 2 - 4 Chairs ■

Total - 8 Safe Chairs

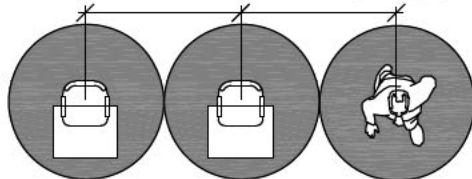
Social Distance Space Requirements

Existing Room Desk Count (8)



6'-0"

Minimum Distance Instructor



2

Tiernan Hall Building - Room 321B - Class 2

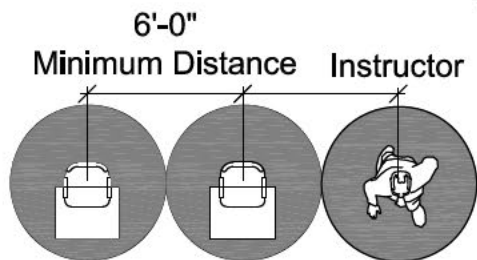
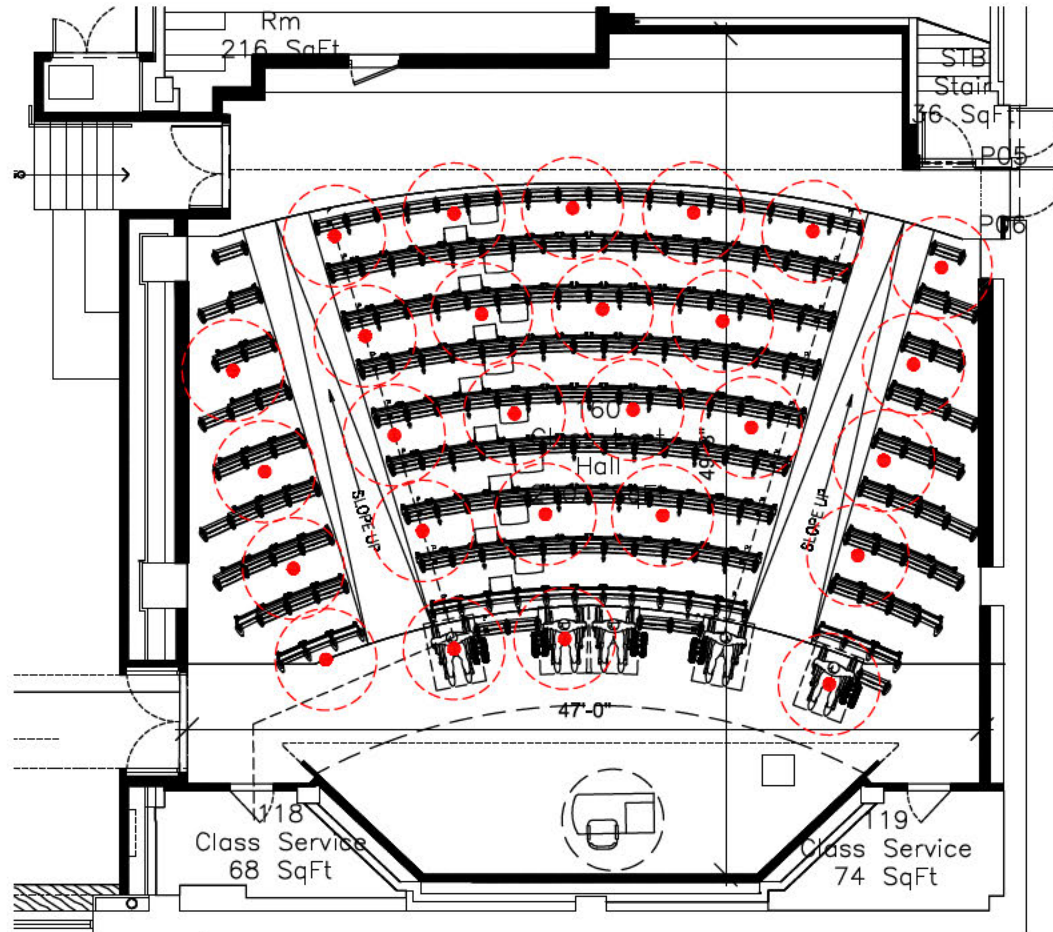
SCALE: N.T.S



Proposed Modified
 Desk Count per Class
 Class 1 - 27 Chairs ■
 Class 2 - 28 Chairs ■
 Total - 55 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (170)



1 Weston Hall Building - Room 160 - Class 1
 SCALE: N.T.S



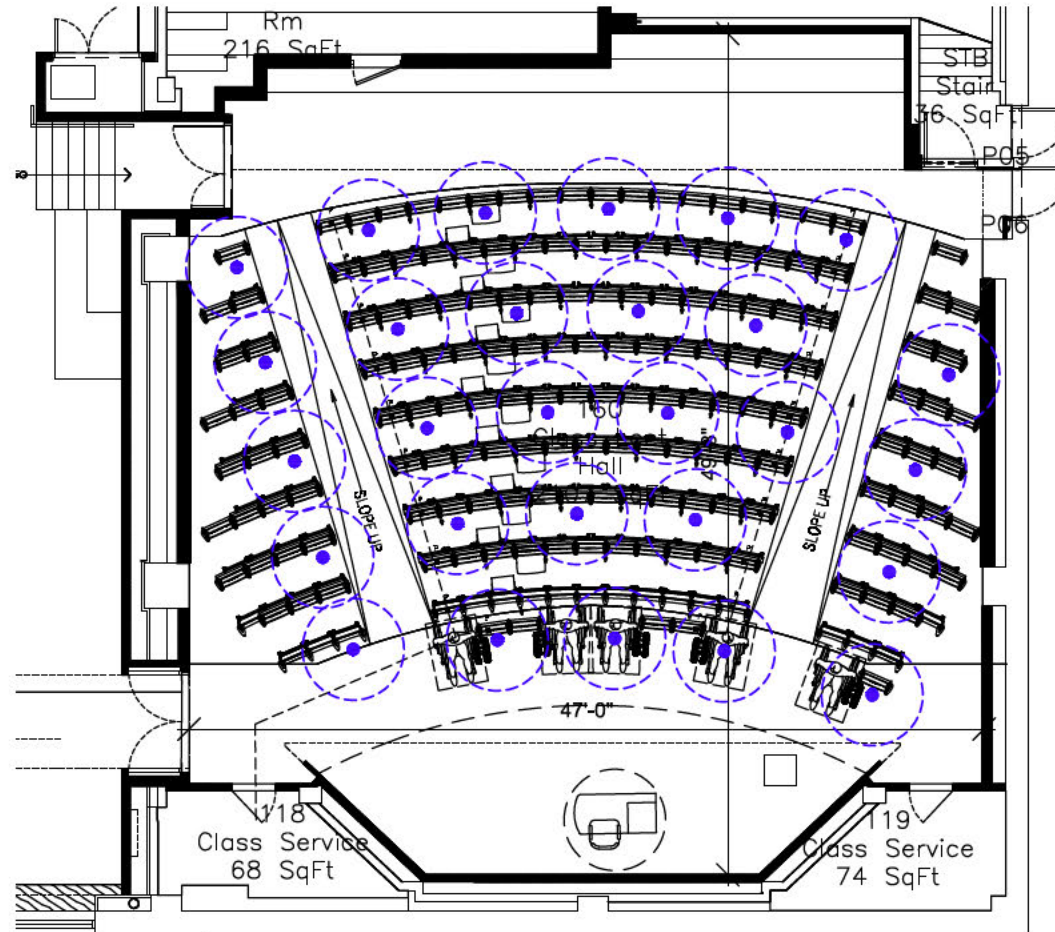
Proposed Modified
Desk Count per Class

Class 1 - 27 Chairs ■
Class 2 - 28 Chairs ■

Total - 55 Safe Chairs

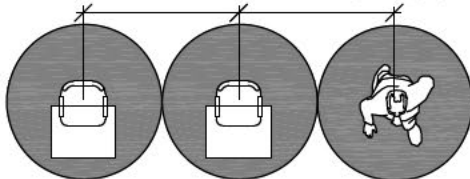
Social Distance Space Requirements

Existing Room Desk Count (170)



6'-0"

Minimum Distance Instructor



2

Weston Hall Building - Room 160 - Class 2

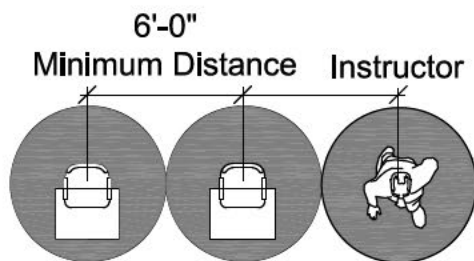
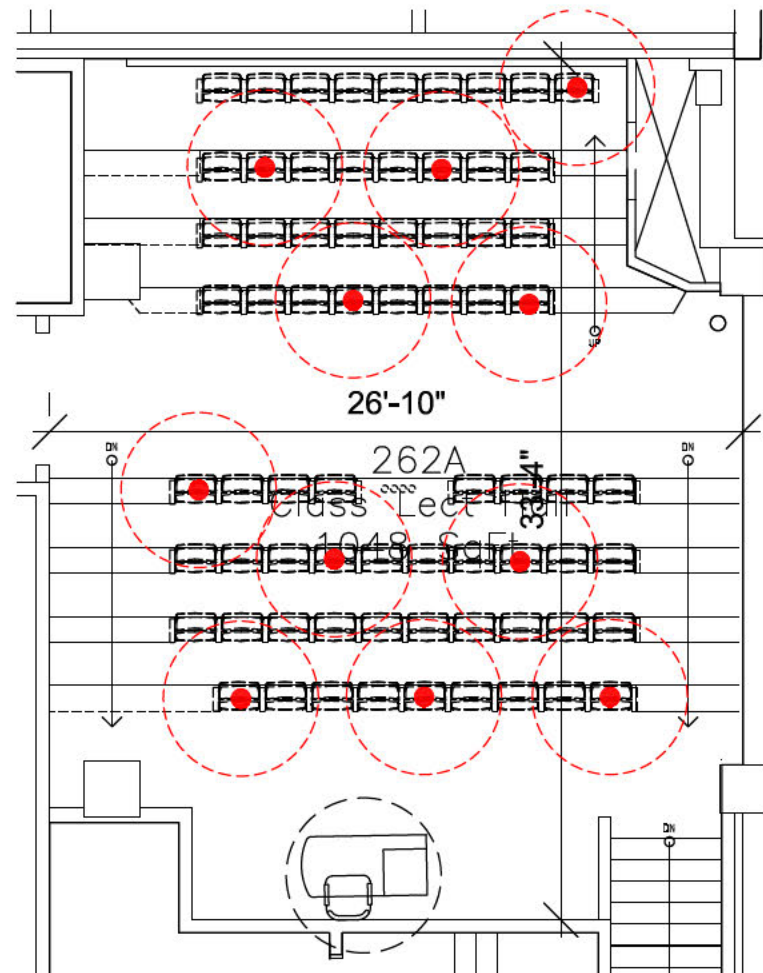
SCALE: N.T.S



Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 11 Chairs ■
 Total - 22 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (70)



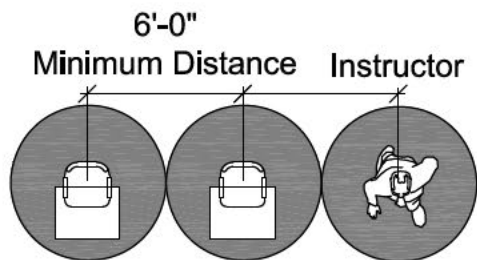
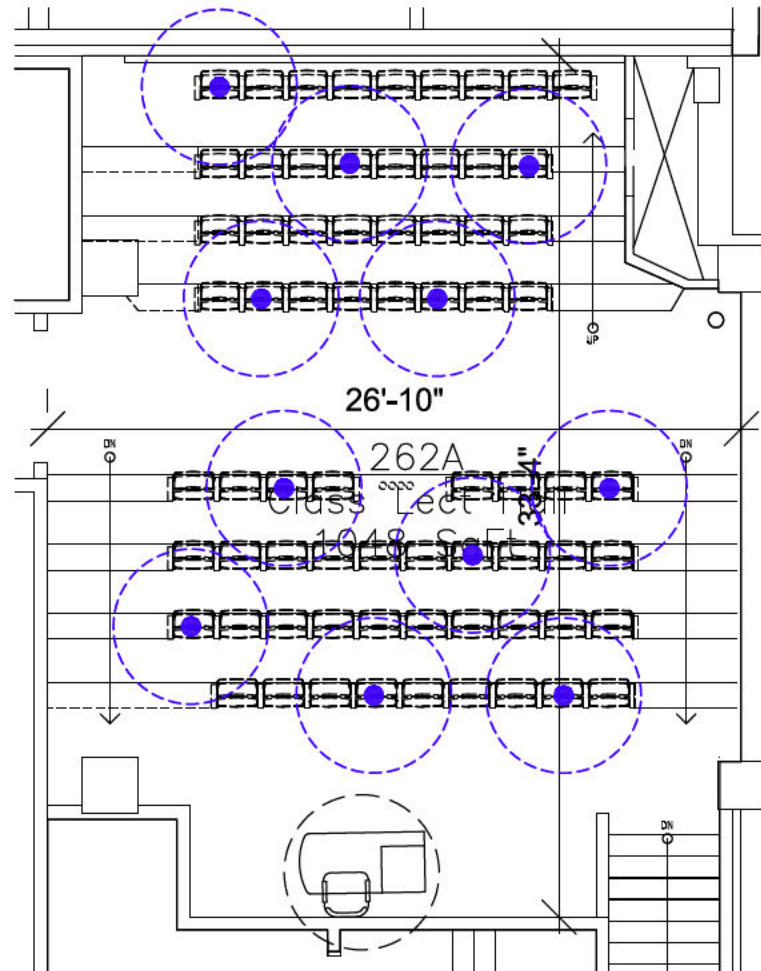
1 Weston Hall Building - Room 262A - Class 1
 SCALE: N.T.S



Proposed Modified
 Desk Count per Class
 Class 1 - 11 Chairs ■
 Class 2 - 11 Chairs ■
 Total - 22 Safe Chairs

Social Distance Space Requirements

Existing Room Desk Count (70)



2

Weston Hall Building - Room 262A - Class 2

SCALE: N.T.S



path to
OPEN

GOURMET DINING

NJIT PLANNING GUIDE

FALL 2020

NJIT
New Jersey Institute
of Technology





Updated CDC guidelines

“The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread,” the CDC said, noting that the lowest risk is in restaurants that only offer **drive-thru, delivery, takeout and curbside pickup.**

- Operators should designate one staff person each shift to be responsible for responding for COVID-19 concerns. Employees should notify the establishment’s contact if they have symptoms of or tested positive for COVID-19, or if they were exposed to someone with COVID-19 in the past two weeks.
- layouts should be modified to allow for at least six-foot social distancing
- Physical guides, such as tape on floors or sidewalks and signage, should also be used.
- Crowds should be discouraged through the use of phone apps, text technology, or signs to alert patrons when their table/food is ready.
- self-serve food and drink options such as buffets, salad bars and drink stations should be avoided.
- The CDC also encourages operators to consider options for dine-in customers to order ahead of time to limit the amount of time in the establishment.



Physical barriers like sneeze guards and partitions should be used in areas where six-foot social distancing is difficult. This includes kitchens, cash registers, host stands and food pickup areas.

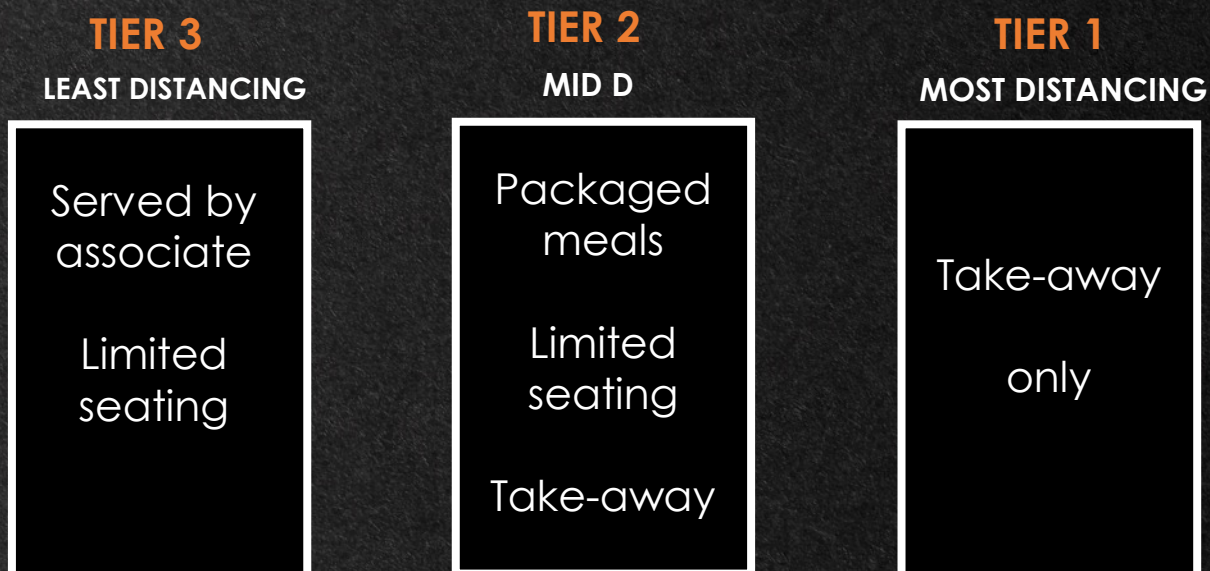
- Shared spaces, like break rooms, should be closed or their usage staggered.
- All employees should be discouraged from using public transit when possible, and all staff should be provided with cloth face coverings such as masks.
- Operators also should supply adequate hand sanitizer with at least 60% alcohol, on every table if possible.
- The CDC provided links to signs, which it recommends posting in highly visible areas such as entrances and restrooms. The signs offer information on protection measures, including handwashing and how to effectively use face coverings.
- Single-use menus, condiments and food containers are encouraged along with disposable utensils, dishes, napkins and tablecloths. If that is not possible, operators should ensure employees handle those items with gloves. Containers and utensils brought in by customers should not be used.
- Contact-free payment options should be encouraged
 - Operators should ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and prioritizing outdoor seating, the CDC said.

In order to support re-opening with a range of options for appropriate distancing, we've classified solutions into a three-tier model.

We have created this plan for **NJIT** with social distancing approached within the Café, and retain the ability to evolve as necessary.

The impact to service models, required equipment, hours of operation, safety enhancements, menu modifications and a plan for student and parent communications is outlined.

The basic safety standards will not vary, but will be used across all campus venues.



Safety Standards and Requirements – all locations



SAFETY + TRAINING

Safety Across the Business

The safety of the campus community, our guests and our associates remain our top priority. In this time of social distancing, we have adapted our procedures to include associate wellness checks. We have also increased the frequency of sanitization procedures, introduced new PPE and implemented social distancing signage.



Safety Procedures Across Campus

At all locations, the following enhanced safety standards will be in place daily.

ASSOCIATE SAFETY

Daily Wellness Checks

- ✓ Every associate will receive a wellness check to include self-reported illnesses and a contactless temperature check.



Personal Protective Equipment

Face coverings will be provided and expected to be worn at all times by associates.

We recommend **guests wear masks** as well, except when eating.

Gloves are worn at all times when handling food.

Plexi health shield barriers used at all registers and points of service.

What is the difference between cleaning, sanitizing, and disinfecting?

Cleaning is the removal of debris. This is done with our standard surface cleaners to remove the presence of food and beverage particles.

Sanitizing is the removal of pathogens, such as those known to cause foodborne illnesses.

Both cleaning and sanitizing protocols exist within the USDA Food Code guidelines Gourmet Dining has always followed.

Disinfecting is the killing of specific pathogens, such as COVID-19. CDC guidelines were updated May 20, 2020 to reflect new COVID-19 transmission understanding that high contact surfaces are not a primary source of infection.

CLEANING AND SANITIZING

- ✓ Associates wash hands and change gloves every 30 minutes, or less.
- ✓ Associates continuously cleaning tables, chairs and all high-touch surfaces with sanitizer.
- ✓ Sanitizer stations are available for guests to use at the entrances and exits and in the production areas for associates.
- ✓ Upon closing for the day, the team will disinfect the entire facility utilizing Diversey disinfectant.
- ✓ Back of house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch areas.
- ✓ Restrooms will be sanitized every 30 minutes.



“Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.”

CDC Guidelines for Reopening

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

EVERY 30 MINUTES

DAILY / DOWNTIMES



#1



Diversey
Suma Pan
Clean or
Suma Light
Detergent

Diversey
J512
Sanitizer

Diversey
Virex II 256
J-fill
10 min

Diversey Virex
RTU Spray
3 min

Oxivir Wipes
1 min

Disinfectants

SOCIAL DISTANCING AND ASSOCIATE TRAINING

Social Distancing

WALK THIS WAY 

- ✓ One-way traffic management to help guests navigate dining and seating areas.
- ✓ Social distancing in our kitchens and other back of the house areas.
- ✓ New capacity thresholds for each dining location.
- ✓ Reduction or elimination of cash handling.
- ✓ Signage visible at all hand washing sinks and time clocks.
- ✓ Floor decals and signs for guests to follow proper distancing and flow of service.

Northeastern

PLEASE KEEP 6 FEET APART
Thank You For Practicing Social Distancing



Trainings

ServSafe COVID-19 safety training for both managers and food handlers.

Ongoing trainings will be covered at pre-shift meetings and provide the most up-to-date procedures.

Close coordination with local health departments on best practices.

Working through its purchasing company, FoodBuy, Gourmet Dining will ensure that vendors follow similar safety protocol for their drivers and other associates and, delivery drivers will be discouraged from entering buildings and required to wear masks.

Plan associate training to cover all COVID-19 policy changes including:

- Mask, hand wash and glove requirements
- Tobacco & cell use policies
- Cell phone use policy
- Cough and sneeze etiquette
- Guest interactions
- Cleaning policies and procedure changes
- Social distancing expectations of associates
- Symptoms/temperature checks process

SUPPLIER RISK MANAGEMENT

Monitoring the Supply Chain

Gourmet Dining is closely **monitoring the supply chain for potential disruptions** due to COVID-19. Our supply chain management team is maintaining daily contact with all suppliers to monitor daily inventory at distributors, track manufacturing progress of key items, and assisting with development of mitigation plans if necessary. A supply chain task force has been developed that includes sourcing, category management, quality assurance and distribution representatives. This task force meets daily to discuss all supplier risk management issues.

Additionally, **supplier and delivery protocols** have been developed to ensure product arrives to each unit safely. We have established COVID-19 specific **distributor and manufacturer policies** that ensure pandemic preparedness in our supply chain and distribution systems. Regular supply chain updates will be shared as the situation evolves.

ADDITIONAL OPTIONS FOR CLEANING

- Full disinfection 2-3 times per day which may require closures
- Available through SSC:
 - Electrostatic Spray Disinfection
 - Hygenia EnSURE Sanitation Verification – using a hand-held device, samples from high-contact areas are processed in a few minutes to determine efficacy of sanitation.
- Gourmet Dining has multiple options for facility deep cleaning if the operations require it.

For a detailed list of cleaning and sanitation steps, follow [this link](#).



Service Modifications

Location-Specific Plans

The following pages provide a plan for NJIT's campus, with special considerations and a customized approach.



Residential Service Model Tiers 3, 2, 1

All Tiers Mobile Ordering & Cashless

TIER 3 LEAST SOCIAL DISTANCE

EXPERIENCE:	CHANGE:	MODIFICATION:
DINING ROOM	Open	Cleaning every 30 min
FOOD STATIONS	Open	Served by associate, no self-serve
BEVERAGE	Fountain open	Cleaning every 30 min
DISHWARE	Available	Served by associate
FLATWARE	Used but protected	Served by associate

TIER 2 MID SOCIAL DISTANCE

EXPERIENCE:	CHANGE:	MODIFICATION:
DINING ROOM	Open with restriction	Tables arranged for social distancing
FOOD STATIONS	No self serve	Associates serve pre-packaged or pick-up window
BEVERAGE	Limited fountain/bottles	Bottled/disposable cup
DISHWARE	Support take-away service	To-go packaging
FLATWARE	Used but protected	Handed out by associate, no self-serve

TIER 1 MOST SOCIAL DISTANCE

EXPERIENCE:	CHANGE:	MODIFICATION:
DINING ROOM	Closed	To-go only
FOOD STATIONS	No self-serve	Associates serve pre-packaged or pick-up window
BEVERAGE	Limited or no fountain	Bottled/disposable cup
DISHWARE	Not used	All disposable
FLATWARE	Not used	All disposable

Retail Service Model Tiers 3, 2, 1

EXPERIENCE:	LEAST SOCIAL DISTANCE	MID SOCIAL DISTANCE	MOST SOCIAL DISTANCE
SEATING AREA	Normal set up. Tables and high contact surface areas sanitized every 30 minutes.	Tables arranged for effective social distancing. Entrances and exits separated.	Closed, pick up only. Ghost kitchens.
LOCATIONS	Normal operations. All associate served. National brands to follow their policies.	Possible limited menus or rotation of what is open for line management. All associate served. National brands to follow their policies.	Limited menus with frequent rotations.
IMPULSE ITEMS	Individually wrapped, associate served.		
DESSERTS	Individually wrapped, associate served.		
BEVERAGES	Customer self-serve, sanitized every 30 minutes.	Bottle/can beverages encouraged, limited fountain possible, associate served.	Bottle/can beverage only.
COFFEE	Customer self-serve, sanitized every 30 minutes.	Associate served only.	
COFFEE CONDIMENTS	Customer self-serve, sanitized every 30 minutes.	Individual servings, associate served.	
FORKS, KNIVES, SPOONS	Reusable utensils or disposable in dispenser or individually wrapped.	Pre-packaged or wrapped disposable eating utensils, associate dispensed.	Pre-packaged or wrapped disposable eating utensils, associated served.

Specific NJIT Mapping Plan

We are pleased to present our COVID-19 specific and customized plan of service following CDC, local and state guidelines.

This plan serves as a baseline given current CDC and NRA restaurant guidance on COVID-19.

Local state or health department regulations may necessitate modification to this plan, so please check with your local health department.

The Basics

Location Name & Tier Level: Highlander Commons

Anticipated guest capacity campus-wide is: 180

Number of total associates - both full time and part time: 150

Location COVID-19 Safety Manager is Joseph Cavanaugh

Front of the House

STEP 1: The Dining Spaces

Define your dining spaces and designate as pickup or dine-in service. All Gourmet Dining locations at NJIT offer pick & takeout options. Gourmet Dining will also provide dorm room delivery for any individuals who may be compromised

✓ Pick up location(s):

✓ Highlander Commons

✓ Secondary pick up location(s) and/or times for compromised individuals.

✓ Meals will be made and prepped for res. Life to drop off

If offering Dine-In

✓ Determine safe seating capacity

✓ Highlander Commons 180 Seats

✓ Smash Burger 45 Seats

STEP 2: Guest Entrance Requirements

All Dining Locations

- ✓ Sanitizer stand
- ✓ Plexi health shield barrier for cashier
- ✓ Associates in gloves and mask
- ✓ Signage for guests that masks are strongly advised
- ✓ Sanitizing hands is required for entrance to facility (guests and associates)

STEP 3: Service ware Solutions

Options are available on the [Path to Open page](#) on MyCompass.

Residential

- ✓ Cutlery
 - Pre-wrapped kit
 - Associate wrapped disposable cutlery
 - Reusable cutlery options
 - Touchless dispenser
- ✓ Dishware
 - To-go packaging
 - Reusable to-go containers
 - Dine-in plates, cups, etc.

Retail

- ✓ Cutlery
 - Pre-wrapped kit
 - Associate wrapped disposable cutlery
 - Reusable cutlery options
 - Touchless dispenser
- ✓ Dishware
 - Disposable to-go packaging
 - Reusable to-go containers
 - Dine-in plates, cups, etc.

Specific Highlander Commons Mapping Plan

STEP 4: Residential Station/Location Plan

Highlander Commons self service locations & Make Your Own Stations will be modified to Grab & Go options with Employee manned stations.

To support safety, the operation of the following stations have been altered and the following practices have been put into place:

- ✓ Salad bar/Deli bar – no self service
- ✓ Cereal will be served out of the bakery
- ✓ Hand fruit may be individually wrapped
- ✓ No unprotected food available for self serve-everything must be served or individually packaged
- ✓ Milk-can remain self-serve if glasses are distributed by associates
- ✓ Beverages-can remain self-serve if glasses are distributed by associates from behind the line
- ✓ Condiment stations
- ✓ Additional stations

Beverages

- ✓ Fountain to-go
- ✓ 16.9 oz water bottle
- ✓ Cans
- ✓ Fountain dine-in

Specific NJIT Mapping Plan

STEP 5: Retail Locations Plan

Taco Bell

Tech Café

Fortes

C-Store

Grain & Leafs Hybrid

Smash Burger

Village Market

To support safety, the operation of the following stations have been altered and the following practices have been put into place:

- ✓ Common impulse buy areas
- ✓ Common condiment areas
- ✓ Specific location changes

Specific NJIT Mapping Plan

STEP 6: Hours of Operation (Residential and Retail)

Location	Previous Hours	Proposed Hours
Highlander Commons	7am-10pm Mon-Thurs 7am-9pm Friday 10am-9pm Saturday 11am-9pm Sunday	7am-10pm Mon-Thurs 7am-8pm Friday 10am-8pm Saturday 11am-8pm Sunday
Taco Bell	11am-11pm Monday-Friday	11am-9pm Monday- Friday
Tech Café	8am-8pm Monday-Friday 9am-3pm Saturday	8am-7pm Monday-Friday
Forte	11am-8pm Monday-Friday 11am-5pm Saturday	11am-7pm Monday-Friday
C-Store	8am-9pm Monday-Friday 9am-5pm Saturday	8am-8pm Monday-Friday
Grains & Leaf Hybrid	11am-6pm Monday-Friday	11am-6pm Monday-Friday
Smash Burger	11am-10pm Monday-Friday	11am-9pm Monday-Friday
Village Market	7:30am-1am Monday-Friday 8am-12am Saturday	7:30am-11pm Monday-Friday
Grill	7:30-3pm Monday-Friday	Closed
Highlander Pub	11-11pm Monday-Friday	Closed
Leafs	11-6pm Monday-Friday	Moved to Grains
Late Nigh Dining	N/A	8-10pm Monday-Thursday 8-9pm Friday

Specific NJIT Mapping Plan

STEP 7: Guest Ordering

Residential

- ✓ Sneeze Guards will be put up for contactless ordering
- ✓ Sanitizing stations will be located both the entrance & exit
- ✓ All MYO Stations will be GDS manned stations

Retail

- ✓ Sneeze Guards will be put up at all cashier locations for contactless transactions
- ✓ 6 ft distance, plexi health shield barrier, mobile, kiosks, etc
- ✓ One-way traffic flow to stations or in and out of locations

STEP 8: Service Styles and Menus

80/20 menus for the various tier levels are coming soon and will be available on MyCompass.

Specific NJIT Mapping Plan

STEP 9: Plexi Health Shield Barriers

Plexi health shield barriers will be placed at all registers and points of service. Order Guide Attached.

Residential

- ✓ 1-30 Double Panel & 1 Single 24' Panel

Retail

- ✓ List your plexi needs and sizes here:

- ✓ Pizza 30' 24' 24'
- ✓ C-Store 55' 30'
- ✓ Tech Café 24' 24' '24 3 Panel unit + 30' 1 Panel Unit
- ✓ Sandwich 2-30 3Panels + 24' Panels + 3 24' Panels
- ✓ Sushi 1-30 Panel
- ✓ Taco 30+24 Combo Panel
- ✓ Salad 1-24' 2 Panel
- ✓ Grill 2-3'30' Panels
- ✓ Wok 2-30'3 - 1-24' Panel
- ✓ Carving 1-30 Panel
- ✓ Grill 24' 2Panel – 1 30' Panel
- ✓ Buffet Line 2-30 Panel
- ✓ Village Market 2-24' Pane
- ✓ Smash Burger 2-24' Panel |

STEP 10: Seating Modifications

If seating areas are open, identify necessary table and chair modifications to facilitate social distancing based on CDC recommendations and campus requirements.

Residential

- ✓ Remove tables/chairs as necessary or place signage where seating is open.
- ✓ Encourage outdoor dining if feasible.

Retail

- ✓ Remove tables/chairs as necessary or place signage where seating is open.
- ✓ Encourage outdoor dining if feasible.

Specific NJIT Mapping Plan

STEP 11: Hand Sanitizer Stations

Freestanding touchless sanitizer stations for guests to use should be available at all entrances and exits and in the production areas for associates. Order guide is attached.

- ✓ Sanitizing Stations are located next to all kitchen prep stations
- ✓ Sanitizing Stations will be located at all Dining locations entrances & exits

STEP 12: Guest Signage

Our signage package is designed to communicate important safety information throughout the guest experience. Details on ordering attached. Email tony@starlitho.com your order.

Signage will be put up at all sanitizing stations located at the entrance and exit at all dining locations

STEP 13: Labor

Residential

- ✓ Cleaning Concierge
 - ✓ Joseph Cavanugh

Retail

- ✓ Cleaning Concierge
 - ✓ Joseph Cavanugh

STEP 14: Equipment

- ✓ Additional specialty equipment not already indicated to fill gaps to safely serve food. Options are available on the [Path to Open page](#) on MyCompass.
- ✓ For new equipment needs, contact SES Compliance through MyAdmin to purchase equipment. To create a request, click **Capital Assets > Cap Assets Purchase > Violation > Quote Request**

Residential

- ✓ Mobile Ordering

Retail

- ✓ Mobile Ordering

Back of the House

All back of the house items will be implemented in all dining locations on campus.

General and Back of House Requirements:

- ✓ Identified back of house cleaning porter Joseph Cavanugh
- ✓ Completed daily BOH QA Checklist
- ✓ Completed daily FOH QA Checklist
- ✓ Back of House disinfection will occur Every 2 Hours (must occur at least 1 x/day with Diversey Oxivir TB Cleaner Disinfectant)
- ✓ Trainings completed include:
 - ✓ Cleaning high-touch surfaces
 - ✓ Cleaning process and differences between disinfection processes.

Back Dock/Receiving:

- ✓ Sanitizer station for back door
- ✓ Dock cleaned and organized
- ✓ Visitor alert signage posted with manager contact for deliveries
- ✓ All delivery personnel must be wearing a mask
- ✓ Identify receiving spaces
- ✓ Follow vendor/supplier visitor guidelines
- ✓ Trainings completed include:
 - ✓ Product delivery handling
 - ✓ COVID-19 Receiving Procedures Policy

Back of the House

Time Clock:

- ✓ Joseph Cavanaugh to conduct wellness checks of associates clocking in.
- ✓ Review process/train managers to conduct wellness checks.
- ✓ Identify private space to conduct wellness checks (manager's office, private hallway, or exterior tent/location) to maintain associate privacy. Your goal is to minimize associates being in the preparation areas of the facility prior to symptom checks.
- ✓ Utilize [Manager Decision Tree](#) for any associate showing symptoms of illness.

Signage Posted:

- ✓ Cough/sneeze etiquette
- ✓ Mask Use SOP's
- ✓ Tobacco/nicotine product use policies
- ✓ Cell phone use policies
- ✓ Glove and handwashing policies
- ✓ Designated workspaces
- ✓ Social distancing requirements

These items will be consistent through all locations on campus including residential, retail and catering spaces.

Associate Break Room/Locker Room:

- ✓ Sanitizer in associate rest rooms, break rooms and locker rooms. 2
- ✓ Modify table/chair arrangements in break rooms and/or locker rooms to facilitate social distancing.

Food Prep Areas:

- ✓ Rearrange and organize workstations to facilitate social distancing.
- ✓ Consider staggering of associate schedules with possible third shift to achieve proper social distancing
- ✓ Set up individual stations, avoid assembly line production



MEAL PLAN APPROACH

Gourmet Dining would propose A New Block Plan Structure for the NJIT Community Meal Plans. We would simplify the meal plans with offerings as a baseline meal plan for Year 1/2 students, upperclassman and commuters. These meals would be available to the student anytime and used in any Gourmet Dining non-franchised location.

Proposed Block Plans:

Year 1/2 Students:

200 Anytime Meals & \$100 Dining Dollars & 5 Guest \$2100

Upper Classman:

80 Anytime Meals & \$200 Dining Dollars & 5 Guest \$1050



CATERING

Contactless Catering

NEW Drop-off and contactless catering options are available on your campus to help promote safety and social distancing practices.





Service Model Tiers, Catering

EXPERIENCE: Tier 3 (least SD): Tier 2 (Mid-SD): Tier 1: (Most-SD):

	Tier 3 (least SD):	Tier 2 (Mid-SD):	Tier 1: (Most-SD):
SERVICE EXPERIENCE:	Self-serve buffets.	Attendant served buffets, contactless catering.	No buffets or events, contactless catering.
MEALS: breakfast, lunch, dinner, snacks, desserts	Self-serve buffet options available for all meals.	All meals/buffets are attendant served. Pre-ordered meals available.	All meals pre-ordered and individually portioned into disposable containers.
BEVERAGES:	All beverages available for self-serve.	Beverages are attendant served or for drop off only.	Cans, bottles or portioned into cups with lids, provided by order.
DINNERWARE:	Dishware and disposables available.	Disposable dinnerware and wrapped cutlery.	Disposable dinnerware and wrapped cutlery.
SANITATION CONTROLS:	Sneeze guards, chafer and platter dome covers, hand sanitizer.	Sneeze guards, chafer and platter dome covers, hand sanitizer.	No buffets. Contactless catering only.

CONTACTLESS CATERING

We proudly introduce drop-off and contactless catering. This menu allows for flexibility to provide catering solutions for a wider variety of service levels. **Contactless catering will be the only catering option for Tier 1.** However, contactless catering will remain an option for Tiers 2 and 3.

How to order contactless catering

Contactless catering provides two simple platforms to order from:

1. Desktop: eCater

Orders can easily be placed online and dropped off at a designated space with no contact required.



CONTACTLESS CATERING

Menu and Ordering

The menu has been designed to accommodate various styles of events and appeal to a wide range of customers. Please see link to menu below. All recipes have been fully aligned with MenuWorks, have nutritional alignment and complete costing analysis.

Taste of the South

Option 1
Carolina pulled pork (cals: 400), macaroni baked beans (cals: 300) and cornbread (cals: 200)

Option 2
Buttermilk fried chicken (cals: 270), cheddar biscuits (cals: 330) and jalapeno cornbread (cals: 200)

Option 3
Pulled BBQ Pork rolls (cals: 282), jalapeno cornbread (cals: 330), BBQ baked jalapeno cornbread (cals: 200)

BREAKFAST A LA CARTE

Yogurt parfait with fresh berries and granola (cals: 250) 0.00 each
 Seasonal fresh fruit cup (cals: 60) 0.00 each

PERSONAL SNACK

Minimum of 12 person per order

MEZZE SPREADS 0.00 per person
 Served with crisp vegetables and pita
 Classic chipotle hummus (cals: 30)
 Bobogonou (cals: 60)

CRACKERS BOARD
 A selection of cured meats, cheeses, olives, fruit and crackers (cals: 70-1200)

CHEESE BOARD
 A selection of hard and soft cheeses with sliced fruits and crackers (cals: 70-800)

SWEET TREATS 0.00 per person
 Assorted freshly-baked cookies (cals: 17)
 House-made fudge brownies (cals: 200)
 Cereal Treats
 Choice of Fuz, Cinnamon Toast Crunch, or Grape Nuts (cals: 110-450)
 Individually wrapped granola bars (cals: 130-300)
 Fresh whole fruit (cals: 30-110)
 Fruit & nut energy bars (cals: 110)

MORNING MEALS

Minimum of 12 person per order

CONTINENTAL BREAKFAST 0.00 per person
 Sage (Cals: 240-340)
 Cream cheese (Cals: 50)
 Seasonal fresh fruit (Cals: 40)
 Bottled cold brew (Cals: 0)
 Bottled orange juice (Cals: 120)

TRADITIONAL BREAKFAST 0.00 per person
 Cinnamon French toast (Cals: 170-240)
 Scrambled eggs (Cals: 190)
 Bacon (Cals: 45-70)
 Seasoned breakfast potatoes (Cals: 120)
 Bottled cold brew (Cals: 0)
 Bottled orange juice (Cals: 120)

VEGAN BREAKFAST BOWL 0.00 per person
 Tippy Tots, Breakfast Bowl with kale, mushroom, tofu scramble, lemon caucasus, grape tomatoes, scallion and avocado (Cals: 431)

HAND-CRAFTED SANDWICHES

Minimum of 12 person per order

CHOOSE YOUR BREAD
 Croissant (cals: 300)
 Biscuit (cals: 200)
 Wrap (cals: 290)
 English muffin (cals: 130)

CHOOSE YOUR FILLING
 Bacon and egg (cals: 170) 0.00 per person
 Egg and cheese (cals: 130) 0.00 per person
 Fried chicken (cals: 270) 0.00 per person
 Tomato and egg-fry egg (cals: 90) 0.00 per person
 Hot ham and cheese (cals: 120) 0.00 per person
 Sausage (cals: 450) 0.00 per person

Sample Menus

MenuWorks Nutrition Analysis Report													Report Run By: KRISTY VASQUEZ	
											Run Date: 05/18/20			
											HE CULINARY REG MA (23776)			
Report Parameters														
Cycle Days Included	Week 1 - 1, Sunday - Sunday										Nutrition Analysis	Sum All		
Menus Included	CHE 20 Contactless Catering Menu										Cost Analysis	Sum All		
Locations Included	Catering										Menu Item Display	All Items		
											Report Details	Detailed Totals		
Menu Name: CHE 20 Contactless Catering Menu														
Location Name: Catering														
Displaying Nutrient Set (1 of 1)														
													Sunday, Week 1	
Every Day - The Morning Start														
Menu Item Name	Portion Size	Weight (g)	KCAL	FAT (g)	CHO (g)	CHOL (mg)	PRO (g)	DFIB (g)	Na (mg)	K (mg)	Ca (mg)	Fe (mg)	Vit A (RAE)	Item Cost
Plain Bagel (83851.6)	1 each	113.4	270	1	55	0	10	1	430	-	150	3.6	-	0.33
Seasonal Fruit Tray (8278)	1 serving(x)	174.6	69.8	0.3	17.7	0	1.1	1.8	10.2	289.5	18.2	0.5	89.2	1.30
Cream Cheese, Strawberry Spread, 1 oz (20472)	1 each	28.3	83.6	8.1	1	25.5	2	0	123.6	31.8	20.1	0.3	85.6	0.23
Butter PC (133072)	1 each	10	73.1	7.8	0	22.5	0	0	58.3	4.1	2.3	0	68.3	0.07
The Morning Start Totals			496.5	17.2	73.7	48	13.2	2.8	622.1	325.4	190.6	4.4	243.1	1.93
Every Day - Traditional Breakfast														
Menu Item Name	Portion Size	Weight (g)	KCAL	FAT (g)	CHO (g)	CHOL (mg)	PRO (g)	DFIB (g)	Na (mg)	K (mg)	Ca (mg)	Fe (mg)	Vit A (RAE)	Item Cost
Cinnamon French Toast (5063)	3 slice	112.4	235.2	7.3	32.3	149	9.8	1.1	252.6	67.3	45.9	2.3	67.6	0.41
Scrambled Eggs (2032)	1/2 cup	123.2	194.1	14.3	1.3	415.7	14	0	159.3	164.2	73.1	1.9	209.7	0.41
Pork Bacon (809)	1 slice	9.3	43.5	3.3	0.2	9.2	3.2	0	156.6	48.4	1	0.1	1	0.18
Pork Sausage (76680)	1 sausage	28.3	91.9	7.5	0.5	23	5.2	0	227.1	66.1	3.7	0.4	2.8	0.24
Breakfast Potatoes (8018)	1/2 cup	107.7	121.5	4.5	19.2	0	1.8	1.9	54.4	333.9	15.3	0.6	18.2	0.21
Seasonal Fruit Tray (8278)	1 serving(x)	174.6	69.8	0.3	17.7	0	1.1	1.8	10.2	289.5	18.2	0.5	89.2	1.30
Crossant (9050)	1 each	31.9	125.5	6.7	14.6	21.4	2.6	0.8	122.5	37.6	11.8	0.6	65.7	0.27
Blueberry Muffin (585)	1 each	67.2	177.5	5	31.6	0	1.7	0.6	266.5	34.7	27.7	1	0.1	0.38
Mix Cinnamon Sweet Danish (84284.4)	1 each	42.5	150	9	15	10	2	0	45	30	30	3.9	-	0.38
Mix Vanilla Cream Danish (84294.2)	1 each	42.5	130	7	15	10	2	1	45	30	30	2.8	-	0.38

MenuWorks Recipe Card

26

CONTACTLESS CATERING

The Packaging Approach

All menu items in the contactless catering service will be packaged individually in disposable packaging. The packaging was selected to keep foods at the proper temperatures during delivery and drop off. A complete disposables guide has been aligned for all menu items to ensure accessibility and keep costs at a minimum to remain a competitive option in the business.



Menu Item	Disposable	Description	Manufacturer	MFR	Price
Continental Breakfast - Option 1	2 Compartment Disposable	2 Compartment Disposable	Swiss	CUBCOP	\$6.18
	Cashew Nut Fruit Salad	Assorted Fruit Salad Prepackaged 16 Oz (1.125 Liters)	Swiss	MCM&M	\$6.92
	10oz Clear Round Bag	10oz Clear Round Bag Made 14.25x15.75 To 14.25x15.75 Round Retail 1.0000 Oz.	Swiss Bag Manufacturing	USM&M	\$6.33 each
Continental Breakfast - Option 2	Bag Paper 6x9 Round 1.0000 Oz	Bag Paper 6x9 Round 1.0000 Oz	Swiss Bag Manufacturing	USM&M	\$6.42
	Hot Chewy Rice & Veg Omelet	Hot Chewy Rice & Veg Omelet (25.25oz (715g))	Swiss Bag Manufacturing	USM&M	\$6.29 Net
	Milkshake	Milkshake To Go Assorted Flavors Prepackaged 16 Oz (1.125 Liters)	Swiss Bag Manufacturing	USM&M	\$6.15 Net
	10oz Clear Round Bag	10oz Clear Round Bag Made 14.25x15.75 To 14.25x15.75 Round Retail 1.0000 Oz.	Swiss Bag Manufacturing	USM&M	\$6.33 each
Traditional Breakfast	2 Compartment Disposable	2 Compartment Disposable 8.75x10.25x1.75 Single Lid (1.5 Compartment) 1.0000 Oz.	Swiss Bag Manufacturing	USM&M	\$6.28 each
	Cashew Nut	Cashew Nut	Swiss Bag Manufacturing	USM&M	\$6.92
	10oz Clear Round Bag	10oz Clear Round Bag Made 14.25x15.75 To 14.25x15.75 Round Retail 1.0000 Oz.	Swiss Bag Manufacturing	USM&M	\$6.33 each



Samples of Packaging

CATERING SERVICE CHANGES

Tier 2

All buffets will be attendant-served using disposables. Buffets will have the addition of portable sneeze guards or protective dome covers. Guests will be encouraged to maintain 6ft social distancing. We still recommend offering the contactless menu approach in this tier.

Servers	Service
Gloves change every 30 minutes	Buffet with portable sneeze guards
Must wear mask	All disposables



Tier 3

In tier 3, self-serve buffets and service ware service will become available for all events. Portable domes and covers are still recommended and all serving utensils will need to be changed out every 30 minutes. Guests will be required to use hand sanitizer and put on gloves prior to going through the buffet.

Servers	Service
Glove change every 30 minutes	Buffet with portable sneeze guards
Must wear mask	Service ware or disposables



COMMUNICATIONS & DIGITAL

Conveying Confidence

With so many elements of the student experience changing to adapt to new safety measures, a strong communication plan is key to conveying our message. The following tools will be implemented to help generate excitement and instill confidence as students return to campus.



CUSTOMER COMMUNICATION

A complete guest communication package will be implemented in all our locations to offer a cohesive look and feel and effectively communicate the new safety measures. Signage is available in three distinct residential graphic styles – Food Hall, The Eatery and Dine and Connect. All signage orders **must be approved** by your leadership prior to placing an order.



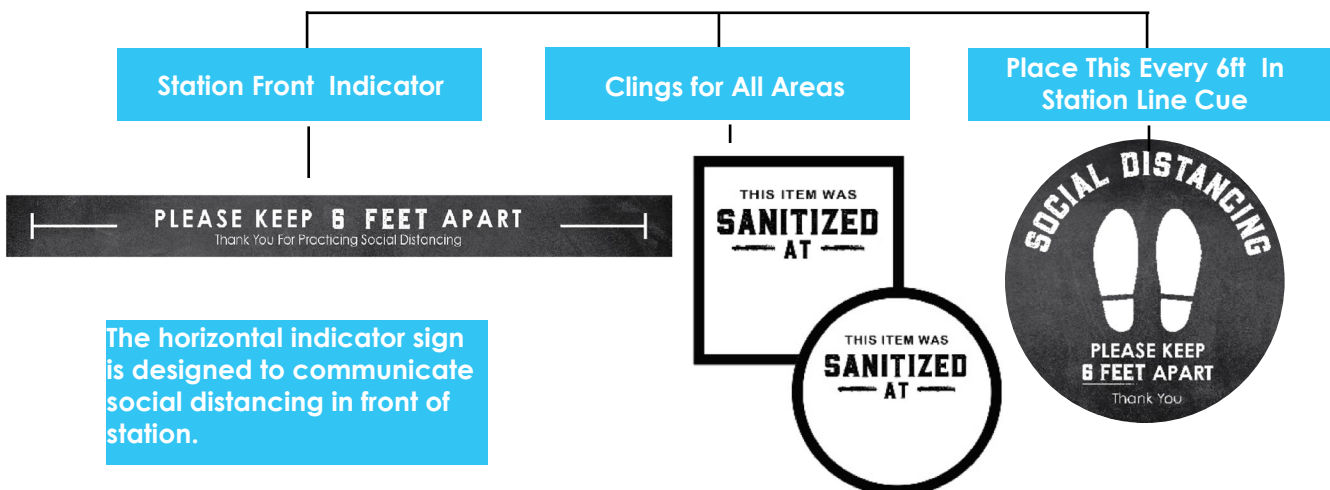
REQUIRED SIGNAGE

Our communication approach is designed to provide instructions to our guest while providing a sense of security. Below outlines the required approaches for each area of our dining facility.

Required at Dining Venue All Entrances



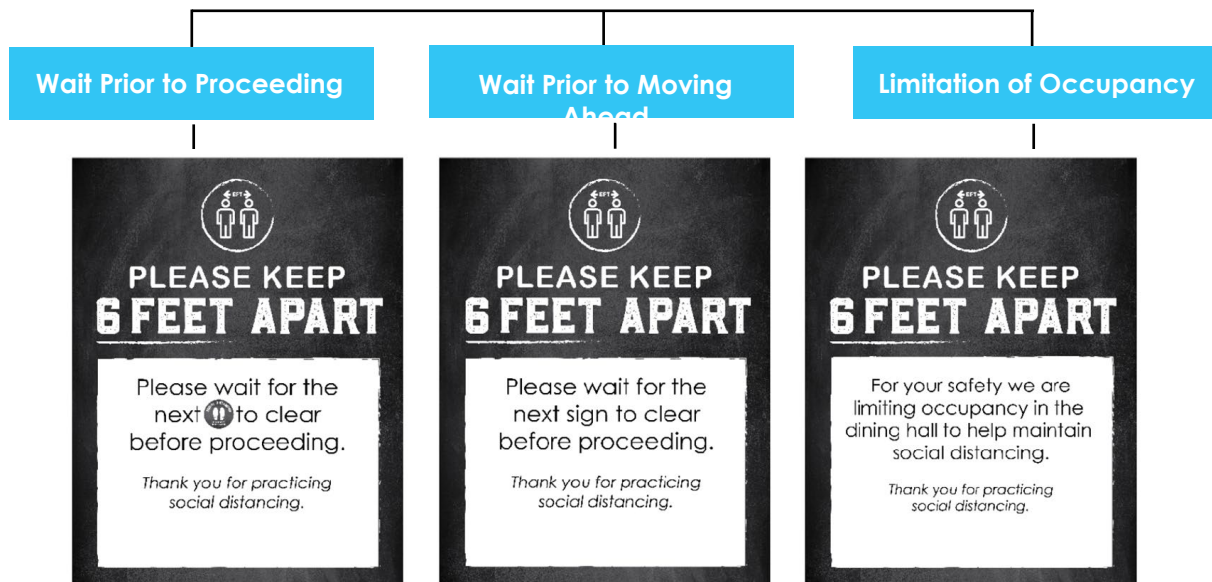
Required at All Dining Stations or Cues



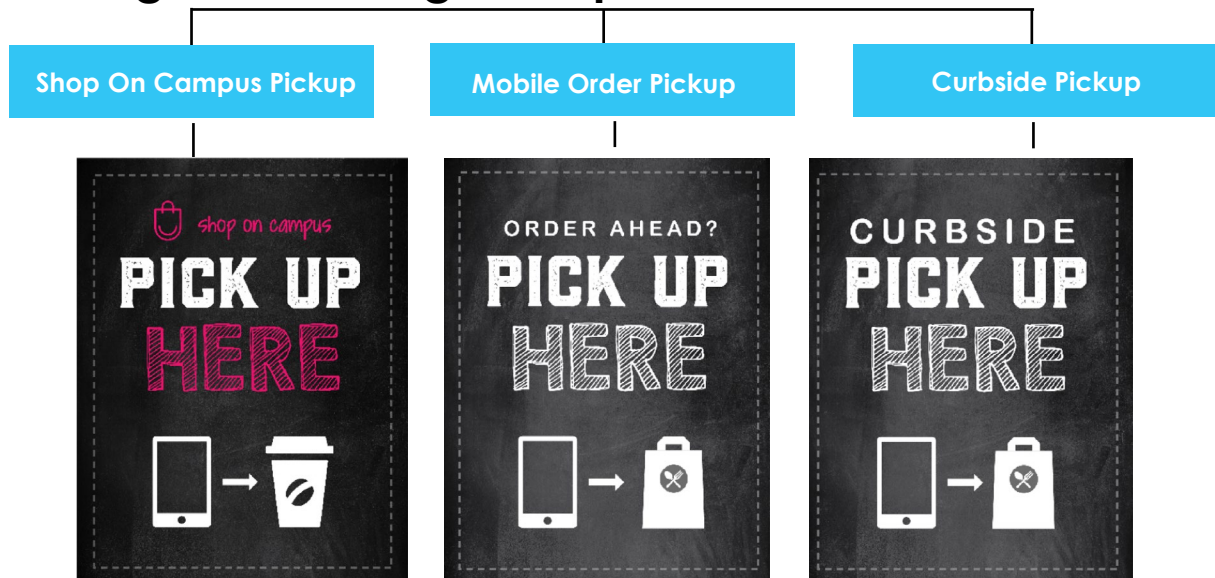
Social Safety – Optional Signage

Line management will be critical in adhering to social distancing requirements. The communications below further highlight the various stages of line cueing management in front of food stations.

Line Cueing Management



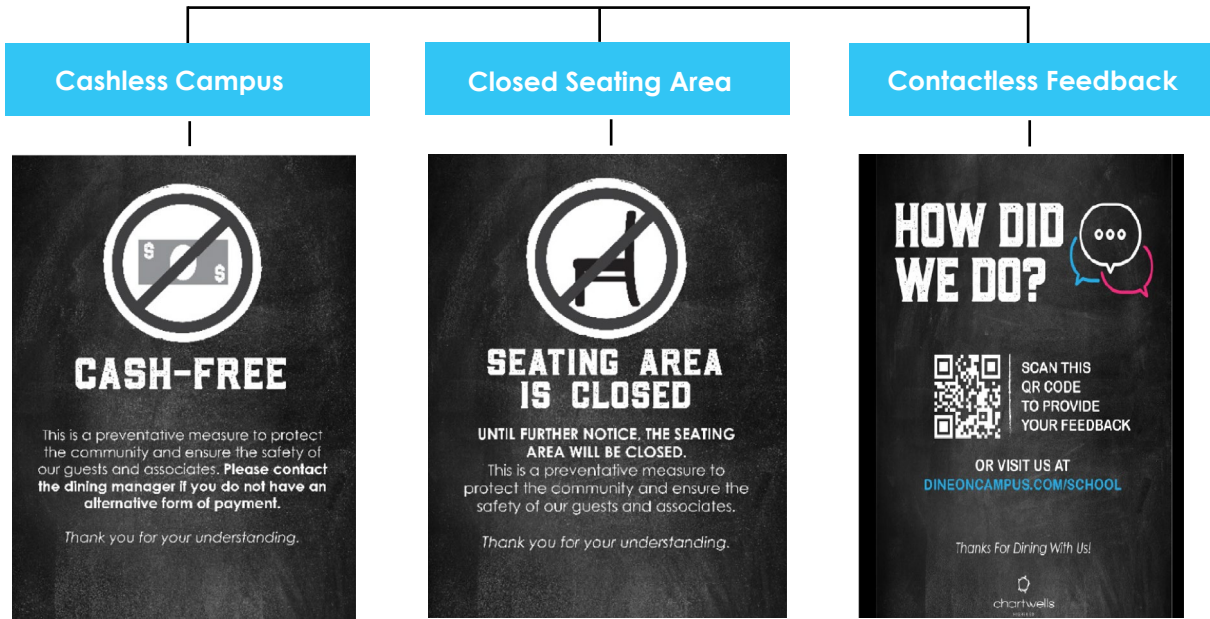
Digital Ordering Pickup Zone Communication



Mobile ordering, Shop on Campus and Curbside pickup are all critical to driving satisfaction while exercising social distancing. These tools will assist with communicating pickup locations to our guest.

OPTIONAL SIGNAGE

Campus Specific Situations



Beverage and Reusable Communication

Full Service and Station Utensil Communication



COMMUNICATIONS AND DIGITAL TOOLS

For Students and Parents

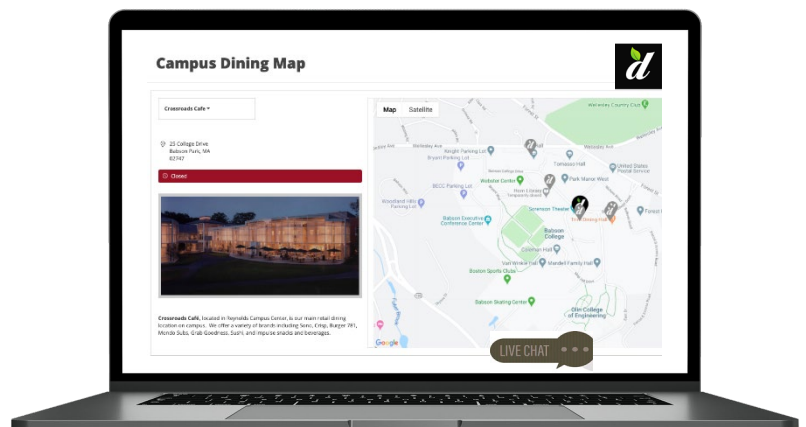
- Dining video outlining dining options, meal plan value and new safety measures.
- Paid social media advertising, targeting students and parents with ads focused on meal plan value.
- Branded newsletters for students and parents outlining dining commitments and a new student experience.
- Virtual dining committee meetings.
- Participation in virtual orientation(s).
- Guest text, email and private social messaging options.
- Virtual office hours for guests.
- Monthly/quarterly student surveys sent via email.
- Student surveys administered via social media.

Dining Website

- Interactive dining map.
- Homepage banners to convey important information.
- Dedicated pages on our safety response.
- Up-to-date information on location hours and levels of service.
- Live chat.

Videos

- Orientation video(s).
- Welcome back video(s).
- Virtual teaching kitchen.
- Instagram videos and
 - social takeovers.



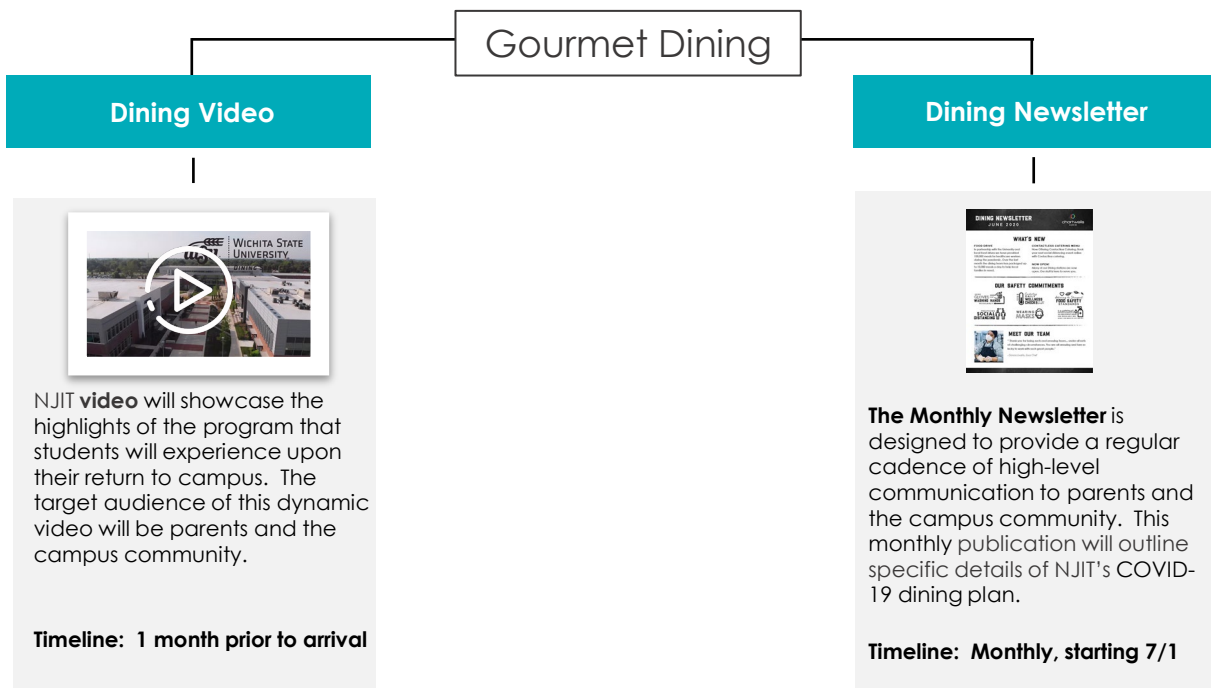
DIGITAL MARKETING PLAN

Communicating Gourmet Dining plans to provide a safe and health dining experience for NJIT's community will be critical to building consumer confidence. On the following pages we have outlined our approach to communicating to parents, students and the campus community.



Building Parents Confidence

Creating consumer confidence starts with ensuring parents that their students will dine in a safe and healthy environment. Additionally, parents will need to understand dining's plans on a regular cadence. The following vehicles will be included in our approach to communicating with parents.



path to
OPEN

GOURMET DINING