

# PANDEMIC RECOVERY PLAN



**NJCU**

NEW JERSEY CITY UNIVERSITY

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# Commitment



NJCU is poised to implement its phased-in reopening of campus operations. As you know, Governor Murphy issued an Executive Order lifting the stay-at-home order.

As we begin our phased-in reopening, I want to assure you that the health and safety of our campus community are uppermost in our minds. Three working groups have been hard at work to guide how best to reopen: Health and Safety, Academic Affairs, and Student Life/External Affairs. As a result of their work, the University is in the process of finalizing the details on its Recovery Plan to ensure the return to comprehensive campus operations. The three committees followed guidelines, recommendations and best practices set forth by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), NJ Department of Health, Jersey City Department of Health, OSHA, and other experts in the field.

Using the guidance provided by these three work groups, my vice presidents will be working on plans specific to each of their divisions and departments to determine specific needs as we implement each phase of our return. We know that implementation will require being nimble and attentive to new information and changing circumstances as we serve our students and each other. Throughout this process, we look forward to constant give and take.

I look forward to seeing each of you back on campus.

A handwritten signature in green ink that reads "Sue Henderson". The signature is fluid and cursive, written in a professional style.

**Dr. Sue Henderson**  
President

# Health & Safety

## CHARGE:

- The health and safety of students, faculty, and staff should be the primary consideration in decision-making about when to reopen a campus and in which modality to do so (fully in-person, hybrid, online). Reasonable accommodations will be considered for members of the campus community who have underlying health conditions.
- Develop guidelines for appropriate working conditions and communicate these widely regarding accommodations. These are job and office-specific and developed in conjunction with the various office leaders. Ensure appropriate guidance on how the policies and procedures are to be enacted and followed.
- Determine the responsible party for enforcement of policies and procedures.
- Under the guidance of the Governor's Orders, WHO and CDC Guidelines, employees will return to campus at the designated time and in the manner delineated by the Orders. Once these are created, the Vice Presidents are charged with determining the work schedule and methodology for their specific units and creating documents to guide their work. These plans need to be on file with the Health and Safety Committee.
- Decisions on how to reopen our campus safely should be driven by [guidance from the Centers for Disease Control and Prevention](#), State, and local departments of health.
- Creation of:
  1. A plan for the reopening of the campus
  2. A plan for monitoring health conditions to detect infection
  3. A plan for containment to prevent the spread of the disease when detected
  4. A plan for shutdown in the event it becomes necessary
- A plan for **contact tracing** / How to **monitor** the health of students, faculty, and staff as well as the **distribution** of face coverings
- A plan for training, education, and communication of campus changes and new programs.

**Membership:** Ron Hurley, Rita Oleas, Andre Pearson, Jodi Bailey, Jeff Livingston, Julia Basile, Kathleen Mahoney, Sherry Thomas, Nancy Gomez, Barbara Hildner, Tom Derienzo, William White and Abisola Gallagher.



# Academic Affairs

## CHARGE:

- Given the need for physical distancing, determine by department and college, what the appropriate instruction model is for the given discipline. Then, considerations need to be taken to ensure social distancing and the safety of students and employees. Plans may include expanding the meeting schedules to include the weekends, etc.
- Development of hybrid reopening that may phase to online if needed.
- Develop robust Student Success initiatives using ‘high touch high tech’ methods, ensuring our students have the technology they need.
- Continuously monitor the retention of students by cohorts and further the development of the usage of EAB.

**Membership:** Provost Council, Chairs, Senate, Library and AFT

# Student Life/External Affairs

## CHARGE:

- Develop a fluid model that begins with a hybrid reopening and ensures low density and social distancing principles. The plan should consider the possibility of having to go online by the end of October, should the virus resurface significantly.
- With a hybrid model, consider the need to reduce the density of residential facilities (no traditional residence halls), dining facilities, meeting rooms, all common areas, events, services, and modification of available / use of other spaces. Develop innovative programming that is inclusive of the use of technology and ensures the engagement of the maximum number of students and visitors. This is a key aspect of a university life outside the classrooms.
- Consider which programming could only be done “on-campus” under this model
- Once guidelines are created by the state and city, determine how to handle testing residential students, faculty, and student-facing staff (7 to 14 days after arrival), to ensure against false negatives on the first test – *this recommendation may be modified if public health guidance changes.*
- Consider sequencing the return of students to campus.
  - An example would be a rolling move-in period over a few days or weeks so that fewer individuals reenter the campus at one time
- Create a housing model that maximizes the number of beds within the safety guidelines provided by the health officials and best practices. Explore the use of hotel rooms if needed to meet the demand, using the federal CARES Act funds to assist with the differential.
- The NCAA (and many professional organizations/conferences) will soon make decisions about varsity sports for the fall. Many extracurricular events (e.g., debating clubs, student newspapers, Model UN) might be pursued virtually or with social distancing. Plan for these scenarios, as well as the enrollment consequences of each.

- We are utilizing technology to develop robust programming for the community through the arts, athletics, and academic programming. Use the opportunity to connect the speakers, leaders, and performers who will be on campus or presenting. Consider making these open to the public through robust advertising and outreach to the community and our alumni. It's an opportunity we will not have again using technology. Coordinate the work of academic affairs, student affairs, athletics, arts, and others to maximize the engagement of the community and our alumni.

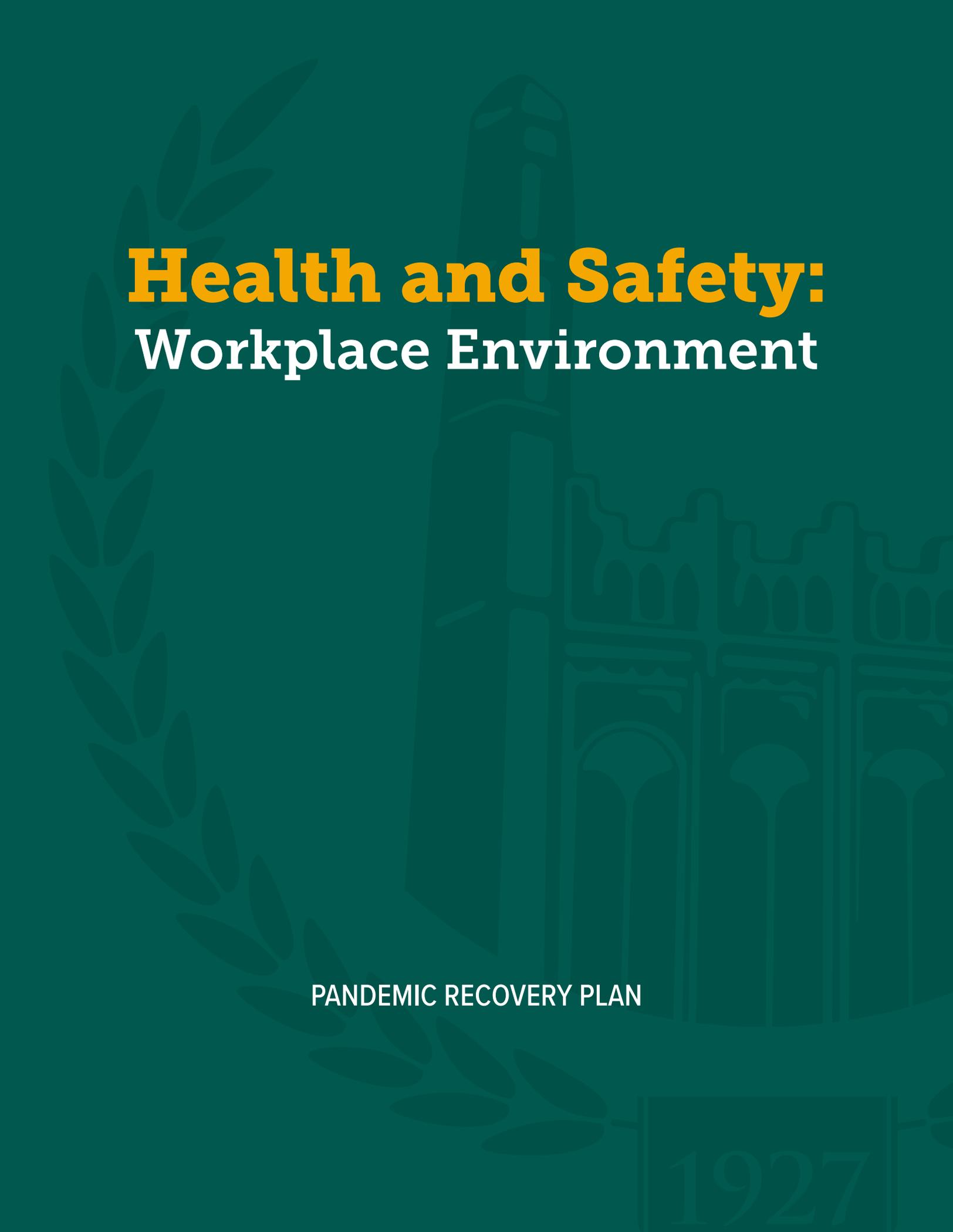
**Membership:** Scott James, Jason Kroll, Shawn Tucker, Jose Balda, Ben Rohdin, Kwi Brennan, Stephanie Chaiken, Sherrie Madia, Phyllis Szani, Jodi Bailey and student representatives

## A Three-Stage Approach

- Stage 1:** Limited return of staff or departments designated as critical to reopening due to their need to access campus records, space, or equipment in anticipation of on-campus student support.
- Stage 2:** Incremental return of additional staff or departments needed to prepare for student arrivals and full campus operations.
- Stage 3:** Return of faculty to support face-to-face instruction and all departmental staff operations with continued strict adherence to all safety protocols and equipment utilization.

**NJCU University is Currently in Stage 2**





# **Health and Safety:** Workplace Environment

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# Health and Safety: Workplace Environment

New health and safety information is expected to continue to develop in the near future. We appreciate your patience and flexibility as we navigate these challenging times. We are committed to a safe and healthy environment.

## Safe and Healthy Practices

The global public health concern involving COVID-19 is being closely monitored by the NJCU Department of Environmental Health and Safety to ensure the health and safety of the campus community.

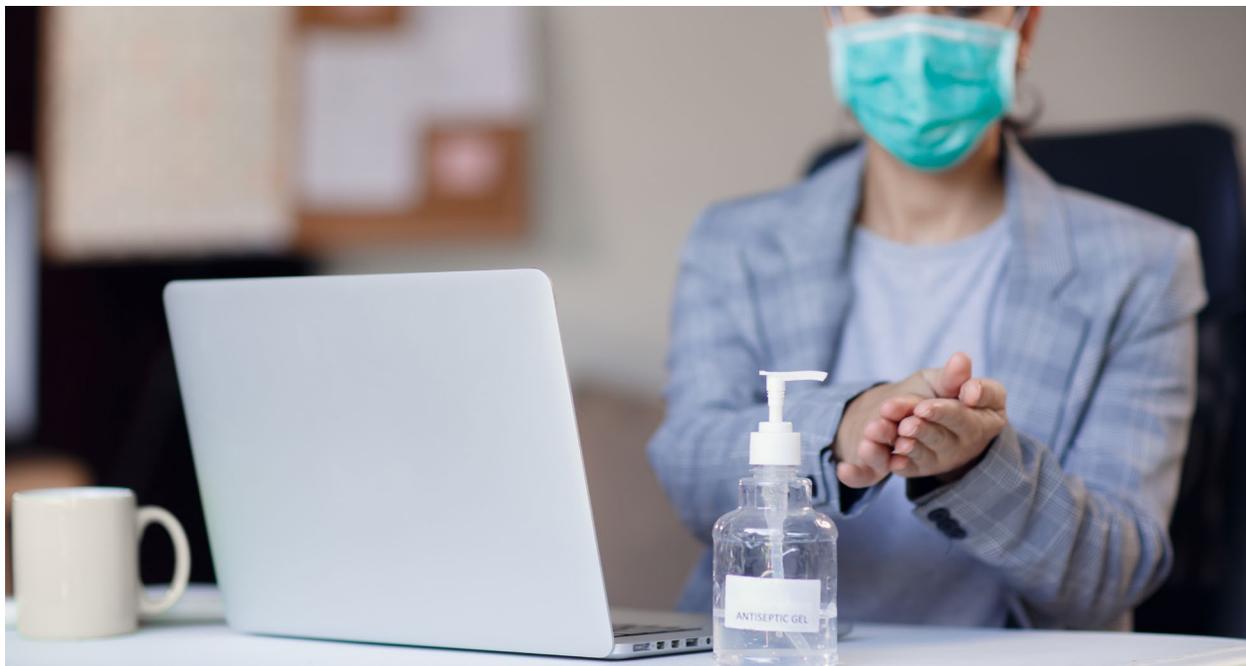
Health and safety policies and procedures were developed in accordance with the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Association of Physical Plant Administrators (APPA) regulations, guidelines, and standards.

Protect yourself and others by practicing the following healthy habits every day to limit the spread of the coronavirus disease.

### HAND WASHING

#### Clean your hands often:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



## **SOCIAL DISTANCING**

Social distancing also called “physical distancing,” means keeping space between yourself and other people outside of your home.

**To practice social or physical distancing, stay at least 6 feet (about two arms’ length) from other people.**

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.

## **FACE MASK/CLOTH FACE COVERINGS**

A face mask or face covering must be worn by all employees, students and visitors when on campus. The CDC is advising the use of cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. The use of cloth face masks is recommended in public settings where other social distancing measures are difficult to maintain.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## **GLOVES**

For the general public, the CDC does not recommend wearing gloves. Wear gloves when you are cleaning or caring for someone who is sick. Instead, practice [everyday preventive actions](#) like keeping a [social distance](#) (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a [cloth face covering](#) when you have to go out in public.

## **GENERAL TIPS FOR EVERY DAY HEALTHY HABITS**

- Stay at least 6 feet away from others
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick and avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash, and disinfect your hands
- If you don’t have a tissue, cough or sneeze into the inside of your elbow
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe

## **SAFEGUARDING MEASURES**

### **COMMON AREAS:**

- Floor plans have been reviewed for every floor of every building to ensure that common circulation stairs, elevators and corridors receive the proper signage identifying markers. This includes instructions for One-Way and Two-Way circulation.
- Floor markers have been placed at six-foot interval in high traffic / waiting areas to assist students, faculty and staff and others to better visualize appropriate social distancing.
- Physical barriers such as workstation panels are being installed in high traffic areas, and where the CDC's minimum 6' distancing cannot be met.
- Bottle filling stations have replaced water fountains in almost every facility on campus. Traditional water fountains will be taken out of service.
- Furniture in common spaces, such as lounges, study spaces, etc. have been rearranged to reflect social distancing protocols.

### **WORKSPACES:**

- Where needed, workspaces have been redesigned so that student, faculty and staff do not face each other.
- Vacant offices are being used to lower the density of staff in areas of higher concentration.
- Physical barriers such as workstation panels are being installed in high traffic areas, and where the CDC's minimum 6' distancing cannot be met.
- Employees are encouraged to place their trash bin in a way that minimizes additional staff entering work areas.
- Where possible, furniture in reception and waiting areas have been modified or relocated, to maintain CDC Guidelines.

## **Enhanced Cleaning Protocol**

The global public health concern involving COVID-19 is being closely monitored to ensure the health and safety of the campus community.

The Housekeeping Department is following social distancing and appropriate sanitization practices and protocols to limit the spread of COVID-19. Institutional policies and procedures were developed in accordance with the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Association of Physical Plant Administrators (APPA) regulations, guidelines, and standards.

## **RESIDENCE HALLS**

### **CLEANING, SANITIZING AND DISINFECTING**

The NJCU housekeeping staff is working diligently to enrich the cleanliness of all common areas and restrooms in the residence hall.

The staff uses cleaning products certified by the Environmental Protection Agency (HDQ2 disinfectant/fungicide, TB-Cide Quat, Tribase neutral cleaner, Lysol disinfectant spray, Lysol disinfecting wipes).

Common areas and shared restrooms are cleaned and disinfected daily.

### **SHARED BATHROOMS**

Shared bathrooms are a feature of all student housing facilities at NJCU. In the CO-OP Dormitory these bathrooms are cleaned and sanitized four times daily. In suite-style residence halls, restroom cleaning is the responsibility shared by student occupants.

Restrooms serviced by NJCU housekeeping staff will be cleaned four times daily with additional incidental cleaning upon request. Service includes cleaning and sanitizing all sinks, handles, stall locking mechanisms, mirrors, floors, and toilets. All paper products and soap dispensers are replenished, and waste is removed from receptacles.

### **LOUNGES, STUDY ROOMS AND KITCHENS**

Based on current CDC guidelines, the Housekeeping staff will:

Implement twice-daily enhanced cleaning and disinfection in these spaces using EPA-rated products. Services include emptying trash receptacles, cleaning and disinfecting furniture, window ledges, glass, sinks, microwaves, refrigerators, stoves, doorknobs, light switches, keypads, and monitors.

### **LAUNDRY ROOMS**

All washers, dryers, sinks, glass, window ledges, doorknobs, light switches, and floors will be cleaned and sanitized twice daily. Other routine cleaning such as emptying trash receptacles and removing dust and debris in the laundry area will continue.

## **CLEANING, SANITIZING AND DISINFECTING OF ACADEMIC AND ADMINISTRATIVE BUILDINGS**

The staff uses cleaning products certified by the Environmental Protection Agency. Innovative electrostatic sprayers are used to sanitize all common areas, bathrooms, classrooms, and offices.

### **GENERAL CLASSROOMS**

Classrooms will receive touch-up cleaning throughout each day when classes are in session (during non-occupied times) and a comprehensive cleaning and sanitization at nights after classes. All horizontal surfaces, door handles and other frequently touched areas will be clean and disinfected. Trash receptacles will be emptied, floors will be cleaned, white boards will be erased and cleaned, and classrooms will be reset (traditional classroom style layout).



### LAB SPACES

Labs will receive touch-up cleaning throughout each day when classes are in session (during non-occupied times) and a comprehensive cleaning and sanitization at nights after classes. All horizontal surfaces, door handles and other frequently touched areas will be clean and disinfected. Trash receptacles will be emptied, floors will be cleaned, white boards will be erased and cleaned, and labs will be reset (original lab set-up). No lab equipment nor experiments will be touched. Soap and paper towels will be replenished as needed.

### COMPUTER LABS

The housekeeping staff will clean and disinfect all horizontal surfaces, including table tops, keyboards, power cords from each computer station, door handles, light switch, computer mice, chairs and other high touch areas twice a day (morning and evening). Trash receptacles will be empty followed by traditional lab style set-up.

### OFFICES

Offices will be entered daily to empty wastebaskets and recycling. The evening shift will clean and disinfect desks, door handles, light switches and other frequently touched surfaces with Lysol disinfecting wipes and the use of innovative electrostatic sprayers to sanitize all offices. Vacuuming will occur on a weekly basis or more frequently as needed or requested. Occupants must ensure confidential information is secured. If personal items are in spaces, the housekeeping staff has been advised to avoid disturbing those areas.

### RESTROOMS

Restrooms are cleaned and sanitized four times daily with additional incidental cleaning upon request. All sinks and toilets are thoroughly cleaned and disinfected per cleaning. All paper products are replenished, and waste is removed from receptacles. Door handles, stall locking mechanisms, and mirrors are cleaned and disinfected. Additional refreshing of restrooms occurs throughout the day. This includes wiping down sinks, refilling soap dispensers and paper towels, and emptying the trash.

## CLEANING, SANITIZING AND DISINFECTING AT JOHN J. MOORE ATHLETIC CENTER

### GYM

The gym will be cleaned and sanitized four times daily with additional incidental cleaning upon request. Trash receptacles will be emptied, all tabletop and horizontal surfaces will be disinfected and wipe down. All floors will be cleaned, showers, door handles and other frequently touched items will be disinfected. Soap and paper towels dispensers will be replenished. Enhanced cleaning is planned for all general areas, including lockers and cubbies. The lobby floor will be cleaned, all tabletops and seat backs in the lobby and conference rooms will be disinfected daily. All rugs and mats will be vacuumed daily.

### OFFICES

The garbage cans would be emptied daily, and desks wipe down with Lysol disinfectant wipes, light switches wiped down, vacuum rugs once a week, or as needed.

## TRANSPORTATION

Keeping University staff and passengers safe and healthy is our top priority. In order to protect our operators, passengers will enter shuttle buses through the rear exit of the vehicles at several locations. In some instances, we will only provide single-passenger rides. Our vendors, First Transit and First Vehicle Services will continue to actively monitor the ongoing situation and follow the direction of the CDC as we do in all matters of public health, to keep our employees and passengers safe and healthy.

**In addition to these adjustments, the NJCU housekeeping staff will continue to provide the standard cleaning practices and utmost service while ensuring the safety of the NJCU community is our top priority.**

**NOTE: All housekeeping staff are required to wear face masks and disposable gloves to clean, sanitize, and disinfect. For cleaning environments contaminated with human blood, body fluids, other potentially infectious materials, or other suspected or known sources of SARS-CoV-2, the use of EPA-registered disinfectants as well as additional PPE such as gowns, eye and face protection are worn. All housekeeping staff have been trained by the Department of Environment Health and Safety on Bloodborne Pathogens, Safety Data Sheet (SDS) and Chemical Safety as per OSHA's Hazard Communication Standard and New Jersey Right-to-Know Act.**

## Monitoring and Testing: Keeping NJCU Healthy and Safe

The health and safety of each student, faculty and staff member is first and foremost a priority on the NJCU campus. As part of our comprehensive planning strategy for a safe return to campus, the University has entered into an agreement with Diligent Urgent Care, LLC, a medical service delivery practice in New Jersey. This entity has been actively managing and treating COVID-19 patients since the onset of the pandemic. Diligent Urgent Care, LLC runs a robust telemedicine platform that will develop a HIPAA-compliant protected health information database for the University of all students, staff, and faculty members.

Your participation in the telemedicine process is critical to our ability to keep our campus safe. The results of the telemedicine appointments will provide our workforce with individualized assessments from a medical clinician with health protection practices to best defend individuals from the virus given their own health history and risks. The medical clinicians are not making a determination concerning an employee's

return to campus. The information gained from these consultations will provide Diligent with a broader perspective on how best to protect the campus community.

Using the telemedicine platform will not cost you anything. The telemedicine visit is 100% covered by all insurance plans. No copay will be charged. We recognize that participating in this program is new for all of us as employees, but we are in unprecedented times and the protections we take are no longer just for ourselves and our families, but are a reflection of the social commitment we have to our colleagues, their families and the students we serve.

To schedule your telemedicine visit the [Online Scheduling Portal](#).

Should you have any questions, please view the [Frequently Asked Questions](#).

Should you have any questions or need assistance, please email [telemedicine@diligenturgentcare.org](mailto:telemedicine@diligenturgentcare.org) or call 201-834-8887.

If you prefer to use your physician for the medical evaluation (in lieu of Diligent), you will be charged a non-refundable \$85 fee, payable to Diligent Urgent Care, LLC, to upload your medical history from a form we will ask your doctor to complete. The form will include authorization for Diligent Urgent Care clinical staff to review your protected health information and to discuss the details of your medical history and COVID history to ensure a uniform platform of medical information and COVID-19-test results for all members of the University.

You will be contacted over the next few weeks to initiate the initial portion of the intake process. If you have any questions at that time, contact information will be provided.

#### **Here are the phases of work they will do:**

- Step 1:** Get staff and students through our telemedicine model (ASAP)
- Step 2:** Schedule testing for staff and students at one of our testing sites in NJ (Union, Bergen, West Orange, etc.) 14 days before school reopening
- Step 3:** Train staff and students to self-monitor for symptoms, self-quarantine when needed, use PPE/train health staff to identify/test patients with Coronavirus
- Step 4:** Provide administrative back support: assist with securing PPE, rapid testing, CLEA waivers, AND/OR provide staff to your university

All residential life students will be required to be tested for COVID-19 before moving into the residence halls.

## **PRE-OPENING STEPS**

In planning for fall 2020, NJCU will be guided by directives from the State of New Jersey and health agencies, strengthened by analyses and recommendations of our campus planning team. We are currently conducting analyses to prepare the University for the various scenarios that we may encounter.

Our goal is to promote a culture of personal and shared responsibility actively. We are putting in place many new measures aimed at protecting the health and safety of our community, and these efforts will require everyone's conscientious and diligent cooperation.

As part of our return to campus planning process, the University has entered into an affiliation agreement with Diligent, LLC, a medical service delivery practice in NJ. This entity has been actively managing and treating Covid-19 patients since the onset of the pandemic. Diligent, LLC runs a robust telemedicine platform that will develop a HIPAA-protected database for the University of all students, staff, and faculty members. This medical portal is part of a multidisciplinary effort to educate, monitor, and keep all members of the University community safe as we reopen our campus. The uniformity of this HIPAA-protected database, consisting of medical history and any prior COVID-19 exposure, will contribute to the proper management and safety of all students, staff, and faculty in a post-COVID-19 environment.

The telemedicine portal process will follow with videos and materials based on specific health needs. Training videos are included for various safety topics such as hand washing and wearing face coverings for the entire campus.

The key elements include self-monitoring, contact tracing, and isolation when necessary; the provision and use of personal protective equipment; reduced density and signage to help maintain social distancing; increased sanitation and hygiene; in-class instruction with online options; and expanded health services.

## **Testing, Investigation, and Isolation**

### **TESTING**

Because universal, frequent testing for all is not practical, not based in science and not feasible in terms of available resources, NJCU will use two different testing strategies.

- Symptomatic testing: Employees with COVID-19 symptoms will be recommended for testing through the individual's health care provider. In partnership with Clinical Staffing Solutions, employees can also be screened the same day via telehealth and be prescribed for testing. Students can be screened for active infection and tested at the Student Health Center.
- Temperature Monitoring: All members of the NJCU community will be selected at random and invited to participate in temperature screenings as a way to monitor the health of our community.

## **CONTACT INVESTIGATION**

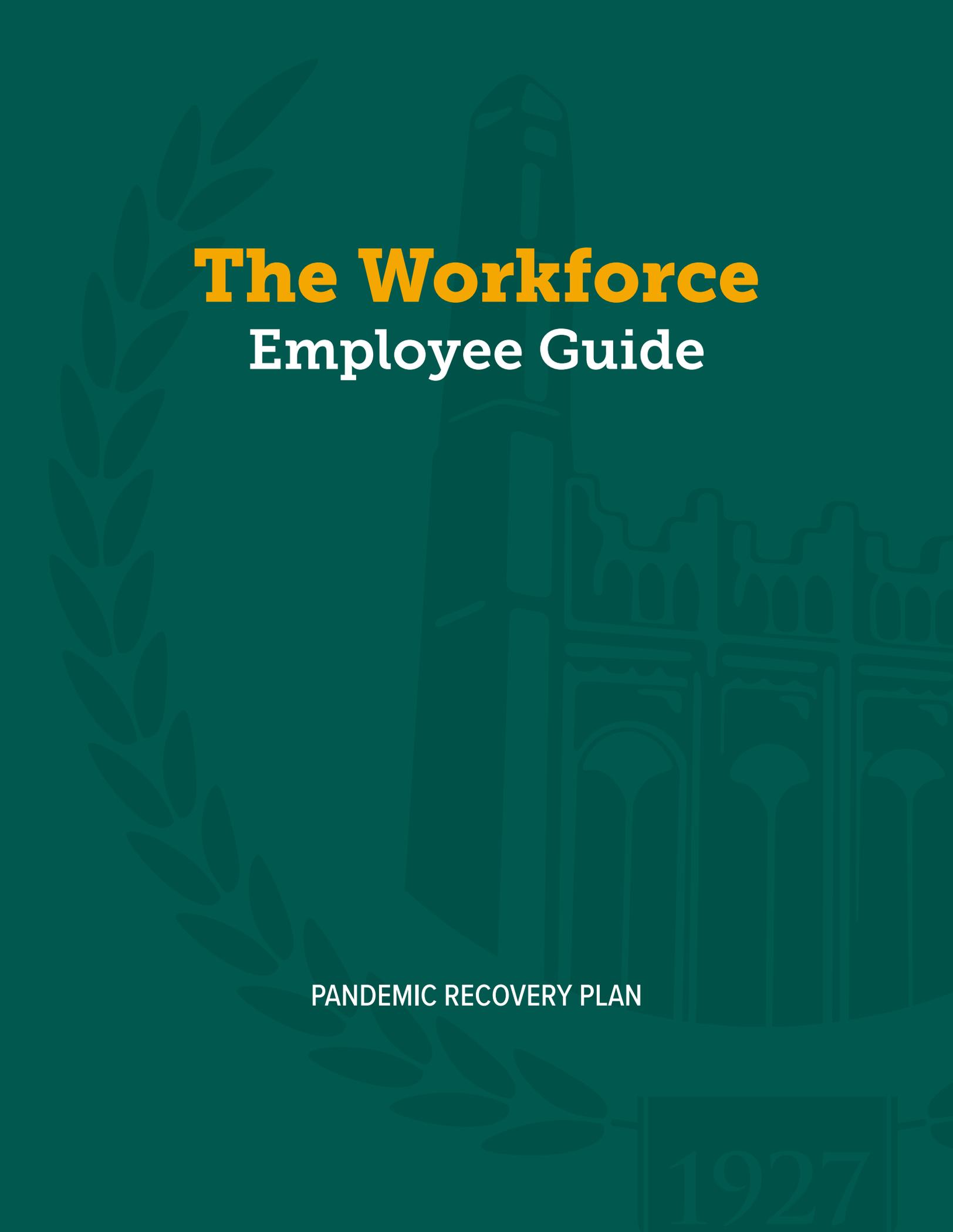
Through a collaboration with Clinical Staffing Solutions, the Health Wellness Center will have contact tracers on staff 24 hours a day to conduct assessments throughout our campus to help Wellness Center health care professionals make public health recommendations for students and employees

- Students and employees must participate in any investigation so we can rapidly isolate ill individuals and close quarantine contacts.

## **ISOLATION FOR EMPLOYEES AND STUDENTS**

- On-campus, we have identified space to isolate students should they not be able to return home. The coordination of isolation will be initiated by the contact investigation. All students will be asked to isolate at home, and if they are unable to do so, they will be supported by Housing & Residence Life, the Dean of Students Office, the Wellness Center, and Gourmet Dining.
- Employees will be required to isolate in their homes and follow return to work protocols.

As we anticipate welcoming the NJCU community back to our campuses and resuming activity, we will continue to provide information, guidance, and updates to everyone throughout what may be a months-long process. We appreciate everyone's continued flexibility and support.



# **The Workforce** Employee Guide

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# The Workforce – Employee Guide

As delineated in the State of New Jersey’s Roadmap to Recovery, New Jersey City University (NJCU) will phase in a return of employees over time to provide for a coordinated resumption of campus operations and to provide for the safety and security of our students, faculty and staff. Toward this end, the university is committed to ensuring the faculty and staff are protected, trained and prepared to return.

NJCU will build toward necessary staffing accordingly to the conditions of each of the following stages:

- Stage 1** Only essential employees on-campus and all other employees working remotely.
- Stage 2** Begin staged return to campus for critical staff or departments with an enhanced need to access campus equipment and records or for on-campus student support.
- Stage 3** Return of other staff under restrictive guidelines detailed below.
- Stage 4** Return of faculty and students under appropriate public health guidelines.

Each department is preparing and will submit a social distancing plan describing how on campus activities will resume in their work areas. As with other departments, 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.



## HOW NJCU IS APPROACHING PHASING IN OF STAFF

Many workplaces will be altered initially, some changes may be long term, even beyond the imagined “finish line” of a widely available vaccine or treatment. The need to maintain low workforce density to meet social distancing requirements will continue for some time. Certain departments that are not operationally necessary for Phase 2 and can continue to effectively work remotely will likely continue to do so until restrictions are eased. 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.

The physical distancing of staff will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. Managers will be provided guidance regarding occupancy as part of the planning process. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols in this guide for returning to work on campus.

During this planning period, managers must consider how to manage their department. What will remain the same and what will not? Do you need the department to operate in the same manner as you did before?

This Plan anticipates that a growing number of faculty and staff may need to return to their respective campus or another University work location (either regularly or intermittently), not because of personal preference, but to effectively complete their work. Some categories of work currently permitted may include:

- Researchers and their supporting staff whose research requires their physical presence to advance research goals or grant requirements;
- Faculty whose work requires their physical presence to complete.
- Instructors and Adjuncts who may require access to offices or other equipment to accomplish their duties; or
- Administrative functions that are not otherwise possible if working from home.

**In particular, returning employees typically include:**

- Those who would normally engage with students, faculty, staff, or the public, and can work without permitting others into their workspace.
- Those who can demonstrate an ability to maintain social distancing, which could include staggered shifts by time or day, relocation, or other solutions.
- Those who may not fit neatly into these categories but have a personalized return to work plan unique to their work environment, subject to approval by their management.

Employees who were already designated as “Essential On-Campus” or those who have been approved to conduct essential business and have been working on site already, will continue to do so.

**WORKFORCE OPTIONS TO CONTINUE TO MAINTAIN SOCIAL DISTANCING**

Once staff members have been instructed to return on-site, there are several options departments may consider maintaining for required social distancing measures and reducing population density within buildings and work-spaces.

**Remote Work:** Those who can work remotely to fulfill at least some of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements would be approved by the immediate supervisor and divisional VP.



**Alternating Days:** To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common work-spaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

*Note: Return to Work training will be required for all employees to provide an understanding of the new workplace. Employees must complete this training in advance of return to onsite work.*

## **WHAT TO CONSIDER WHEN CHOOSING HOW TO ALLOW EMPLOYEES TO WORK:**

1. Evaluate the current remote work process. What has worked? Which processes can be completed remotely? Can employees be supervised by a remote manager? Will the employee require access to equipment and data that is only available onsite or can access be appropriately provided remotely?
2. Assess privacy and cybersecurity concerns for those working remotely or hybrid. Work with IT for any additions or changes needed.
3. Establish what the expectations will be for those who are working remotely. This may be different than it has been during this initial period.
4. Consider alternate schedules. Extend hours and days so employees can be in the office at different times. If practical, scheduling employees on Saturdays or Sundays or on different shifts will permit more employees to be onsite. Alternating teams with onsite and remote work (i.e. Week 1 onsite MWF, Week 2 TR).
5. According to the CDC, individuals with certain conditions may have a higher risk of COVID-19 infection. Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition should consult with a medical professional. If an employee feels they cannot return to work due to a high-risk category, they will need to provide documentation from a medical professional and a completed request form to Human Resources for appropriate review and consideration for further accommodating measures.
6. In instances where an employee feels that the existing accommodating measures may not reasonably and adequately address the employee's particular set of health-related circumstances, the employee may [request from the University further accommodations or modifications](#).
  - These requests will be considered on a case-by-case basis to see if any further reasonable accommodations/modifications can be provided to address the employee's circumstances beyond the accommodating measures already adopted or otherwise not addressed by other relevant University policies or governmental laws/programs.
  - Please note that the submission of such a request for further accommodation/modification does not guarantee that a further reasonable accommodation/modification can be found or granted or may differ from the specific one requested by the employee.

Also, The Office of Human Resources will provide guidance on the applicability of the Family and Medical Leave Act (FMLA), the use of sick time, etc. in a post-COVID environment. Generally, supervisors must encourage employees to stay home when sick, discourage public conversations about the health status of any employee, and continue to follow applicable laws and policies.

## **DEPARTMENT COMMUNICATIONS**

During this planning stage, consider how departmental communication will occur. Acknowledge the uncertainty but motivate the team to move forward. Employees will need to feel secure that there is transparency in communications. As a leader, your message will be specific to your department.

## **THE OFFICE OF HUMAN RESOURCES STRESSES THE FOLLOWING GUIDANCE:**

### **MANGERS & SUPERVISORS SHOULD NOT:**

- Ask employees to disclose their personal health status or medical conditions.
- Discuss, question or list concerns regarding an employee's symptoms or perceived medical condition publicly or in open spaces.
- Assume an employee has contracted COVID-19 upon return from travel. However, it is appropriate to explain to employees that they should follow CDC guidelines before returning to the office, and contact their manager as to whether it is necessary to self-quarantine for 14 days.

### **MANAGERS & SUPERVISORS SHOULD:**

- Discourage interoffice conversations that include negative comments about colleagues that blame them for the spreading of contagion, assume someone has COVID-19, mock those who have COVID-19 and/or disclose the personal health status and medical conditions of others.
- Immediately send an employee home if they are exhibiting observable symptoms and/or behaviors in alignment with a severe cold, flu or COVID-19 or are otherwise "under the weather" in a manner that impacts their ability to successfully perform their duties.
- Explain to employees that the guidelines to request to utilize sick leave and/or file a claim or report under FMLA still apply. If an employee is unwell and/or required to practice social distancing and unable to work, they should use sick time.
- Require employees that are returning from approved leave to provide their department with a Medical Release to Full Duty.
- Maintain any information in connection with an employee request for leave based upon a medical condition confidential in compliance with HIPAA requirements, and the Americans with Disabilities Act (ADA).
- Encourage a healthy workplace by promoting that employees participate in appropriate training and adopt infection control practices in the workplace.
- Refer to the University's website for more applicable information.

## DEALING WITH EMPLOYEES FEAR IN RETURNING TO THE WORKPLACE

Fear manifests itself differently in different people. Consider that some of your employees may be worried about their children and/or aging family members. They may also be at wit's end because they're juggling childcare and work; and then there's fear about economic security or contracting the virus.

You can't eliminate those fears, but you can and should encourage your people to be honest about what they're feeling. And in return? Listen. Then, give them clear, transparent communication about what you know, what you don't know, and what we are doing as a university to lower the risks for staff and keep them safe on campus.



### POLICY ADDITIONS AND REVISIONS

The following policies will be updated in consideration of COVID-19:

- [Contract Employee Guidelines](#)
- [Donated Leave Policy](#)
- [Time Away From Your Job](#)
- [Disability Accommodation Policy](#)
- [Time & Attendance](#)
- [FMLA](#)

The following policies and procedures have been or will be created due to COVID-19:

- Telecommuting/Remote Work Policy/Flexible Scheduling
- Return to Work Further Accommodation/Modification Process



# **Academics & Student Support**

PANDEMIC RECOVERY PLAN

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# Academics & Student Support

## School of Business (SoB)

- Maintain maximum flexibility to maintain responsiveness to changing conditions.
- Faculty should prepare to be teaching online if needed, regardless of plans.
- Plans could include in-person, online, hybrid, split/staggered, hyflex delivery.
- **If in-person or hybrid**, we will utilize the largest classrooms (Lecture Hall, Skyline Room, etc.) to provide socially distanced instruction. Classes in smaller classrooms will shift to an every-other-meeting in-person format.
- We will request that Student Affairs stagger the meeting schedule to permit classes to convene and conclude at 15-minute intervals.
- We will prioritize the scheduling of 100 and 200 level classes as in-person, adding upper-level in-person classes if space permits.



- **If we go fully online**, classes scheduled for face-to-face meetings should maintain synchronous delivery when taught online. Classes originally scheduled online can be taught asynchronously.
- We will utilize the new virtual classroom (when completed) and any newly available technologically-enabled classrooms to deliver synchronous online instruction
- We are working with chairs on the Identification of classes, by the department, that:
  - Are ideally held in-person vs. online
  - Could be combined with other sections into one large meeting in the Virtual Classroom
- Graduate classes will be divided into two seven-week semesters (Fall I and Fall II)
- Graduate classes will be moved into a fully online platform should state-level, and university-level policies dictate.

- Logistics to consider
  - How to maintain social distancing in
    - Classrooms & computer labs
    - Floor markings
    - Reduced furniture
    - Directional entrance and exit signs for classrooms with multiple doors
    - Signage with occupancy limits for each space
- Faculty and staff work-spaces and offices relocated and spaced apart
- Common/meeting spaces

## College of Education (COE)

In the College of Education, the Dean asked the Chairpersons to consult with the faculty in their departments regarding the preferred options for reopening the NJCU campus in the Fall, keeping in mind the CDC Guidelines, NJ Governor’s Orders and best practices. The priority was determined to be the health and safety of all constituencies, closely followed by supporting student success and maintaining the academic integrity of the programs. The Dean and Chairs had individual conversations on what options would best serve the needs of each department, its programs, the individual faculty and staff, and the students. Consideration was given to accommodations that could be provided for faculty, staff, and students who may be members of vulnerable populations, as well as preventing the spread of COVID-19 in the campus community. Department-specific plans are outlined below and are ready to be implemented or amended as circumstances and guidelines require.

### GRADUATE PROGRAMS

The graduate programs in the following departments are already online. They will continue to offer fully online instruction in the Fall 2020 semester: Early Childhood Education, Elementary & Secondary Education, Educational Leadership, Educational Technology, Literacy Education, and Special Education.

In the Multicultural Education Department, the classes for Fall 2020, except those that are scheduled to be fully online, will be offered in a hybrid, blended format that will allow for synchronous virtual class meetings during the meeting times when the class would normally meet on campus and asynchronous online instruction for the remainder of the schedule. In-person classes will not be scheduled for Fall 2020 in MCC.

In the Counselor Education Department, all classes for Fall 2020 will have a hybrid blended online format. This will allow for a combination of synchronous virtual class meetings during the meeting times when the class would normally meet on campus and asynchronous online instruction for the remainder of the schedule. Each course will be designed accordingly and the synchronous meeting dates will be specified in the syllabus. Also, to support the clinical component of the Counseling programs and ensure compliance with certification and accreditation standards (CACREP), the Department has requested the purchase of Supervision Assist, an online platform for supporting tele-mental health care and tracking virtual clinical hours. The request has been included in the COE CARES funding list. If it is not funded, alternate means of supporting and tracking clinical placements virtually will be determined.

In the Special Education Department, a CARES funding request has been made to support the purchase of an online version of the educational assessments required for the LDTC practicum course. These materials will allow the last course in the LDTC program to be offered fully online and facilitate expanded recruitment, as well as ensuring the health and safety of the students and faculty in Fall 2020.

The Educational Technology department is offering online webinars in place of in-person events this Fall and is pivoting to completely online for the grant-funded STEM certificate.

## **UNDERGRADUATE PROGRAMS AND GENERAL EDUCATION COURSES**

The Early Childhood Education Department will be offering all its classes, both graduate and undergraduate, completely virtually/online. This includes the general education classes as well. The undergraduate classes with the exception of ECE 460 (which was scheduled to be offered online before COVID) will be offered synchronously.

In the Literacy Education Department, undergraduate classes will utilize a synchronous online format or an asynchronous online format, if designated as online before COVID.

In Elementary & Secondary Education, the undergraduate education courses will be taught in an online format or stacked with graduate course equivalents that are already online. The general education classes will also be taught fully online.

In Multicultural Education, the general education classes will be taught in the hybrid, blended format with synchronous online classes on the scheduled weeks. Undergraduate certification courses are already stacked with MCC graduate courses and will follow the format outlined above.

In Special Education, only one undergraduate course is scheduled in Fall 2020 in an in-person format, and it is being converted to fully online.

## **FACULTY/STAFF ON-CAMPUS**

Faculty have private offices and will continue to have access to their offices pending the Health & Safety Guidelines in effect.

The COE Executive Council, in consultation with the faculty, will establish virtual office hours and virtual advisement guidelines as needed. Both virtual office hours and advisement have been in place while we are working remotely and are likely to continue through Fall 2020.

Staff who are currently working remotely will continue to do so until otherwise advised. There are additional office spaces available within the COE footprint in the Professional Studies Building should any staff members need to be relocated to maintain social distancing upon return to working on-campus.

## **CENTER FOR TEACHER PREPARATION & PARTNERSHIPS**

The CTPP will continue to support the clinical components of the teacher-preparation programs in the COE, following the guidelines established by the NJDOE and dependent on the availability of P-12 school placements, whether they be in-person or online. Certification processing continues in an online format under NJDOE requirements.

## COLLEGE OF EDUCATION DEAN'S OFFICE

The Dean will develop a staff-rotation calendar to maintain the necessary Dean's Office coverage as required and per HR policy. The Dean, in consultation with the Directors, will also develop a staff-rotation calendar for the CTPP and Weiss Center, as needed. Virtual Dean's Office Hours will continue through Fall 2020 to accommodate faculty and staff.

In general, the COE is prepared to continue in the current fully online mode or to transition to a hybrid, blended model as deemed appropriate by the content experts in each department and accordance with Health & Safety Guidelines.

## College of Professional Studies (CPS)

The CPS faculty were surveyed about the fall plans for each department. Except for the ABSN program, the faculty in each department is prepared to work remotely to whatever degree is necessary. While some of the ABSN classes can be taught virtually, the ABSN program requires students to practice in the simulation labs so the faculty can verify the various skills, knowledge, and procedures the students need to demonstrate before beginning their clinical rotation. The Nursing Department has received a waiver from the State of NJ for simulation labs. The ABSN program revised its curricular sequence from three to four terms to provide some much needed time for both the clinical sites to reopen and for the nursing students to obtain some necessary tactile training in the simulation labs.

The unique CPS programs found many students actively engaged in the fight against the pandemic. CPS majors in nursing and fire science were particularly hit hard as nurses and paramedics, and other first responders were needed on the first lines of the state-wide effort to deal with the crisis.

To succeed in the fall, the CPS faculty created the following list of three lessons learned from the spring 2020 semester. These lessons will help form the foundation for a successful fall 2020 semester. The list is in no particular order and represents the key elements as to what will make a successful fall regardless of the modality of instruction:

Constant contact with students is key: Connecting with students via blackboard announcements regularly helps. CPS faculty noted the importance of staying in constant contact with students as doing so helped with registration, retention, and having students complete their work to avoid an Incomplete when and where possible. Audio recording encouraging messages and sending the students the link was well received. Several faculty also texted with students.



The first time virtual teaching does work: For some faculty, the sudden moved to online learning was the first time they had to teach virtually. The RN to BSN classes were moved online without too much difficulty and can continue to be taught virtually if need be. The Nursing department evaluated and adopted new online programs to aid in the instruction of their programs.

Understanding drives student completion rates: Granting reasonable extensions due to illness and connectivity issues was helpful. Many CPS students work as essential employees like nurses, paramedics, or other first line responders. Faculty found it both necessary and reasonable to extend deadlines and provide additional support to students who were involved with fighting the state-wide effort to manage the pandemic.

## College of Arts and Sciences (CAS)

The following observations are divided into STEM and Humanities, Arts, and Social Sciences (HASS) within CAS:

The STEM departments appear to be ready to have all their lecture-based courses be online-ready.

Predictably, there are real concerns and issues with laboratory-based instruction and remote instruction.

- **Concern regarding virtual labs:** Biology, Chemistry, Earth and Environmental Sciences, and Physics finds that laboratory-based courses don't lend themselves well to online instruction in terms of practical hands-on experience, problem-solving, and experimentation. Virtual laboratories have been and continue to be evaluated. The issues involving the available lab modules out there are concerns regarding the lack of rigor or practical experimentation focus (Chemistry & Physics) that meets students' needs. Quality of virtual laboratories – even with the same provider – is not consistent (Biology).
- **Hybrid instruction model:** These departments would prefer a hybrid instruction model, where the lecture is online, and the laboratory follows a modified, low-density, social distancing paradigm. Biology, for example, has the preference to hold these lab activities with half of the class (12 students) on alternate weeks, supplemented with online active-learning exercises.
- Physics has indicated that one of their labs (204) would have to be canceled because not only can 204 not be taught online, the laboratories simply could conform to social distancing rules.
- Concerns about proctoring and online exams (Chemistry has observed an “across the board” increase of a letter grade or higher after the pivot to online instruction (even taking in the consideration and flexibility that faculty have been giving students). Other areas are indicating that they are having issues as well (e.g., Mathematics).
- **Equipment issues/requests:**
  1. Everyone is asking about providing masks (for faculty and students)
  2. Provision for cameras/webcam (with microphone) for remote instruction (apparently faculty's webcams run the spectrum in terms of age, resolution, functionality, and reliability. Some students have been complaining that some instructors have low quality, grainy cameras and many just don't work well for video instruction)
  3. Computers for remote instruction (many faculty have indicated that their computers are unreliable or perhaps were good enough to serve their purposes but cannot handle the burden of multiple computing loads that remote instruction carries) – this information will be included on our compiled CARES COVID-19 request (and per Provost Jhashi, this request information will be shared with IT.

HASS Department Chairs and Coordinators worked closely with their respective faculty and the administrators in the CAS Dean's Office to plan for Fall 2020 course delivery. Due to the degree of uncertainty that all face at this time, flexibility, safety, and academic standards significantly shaped the following course delivery plans. The outbreak of the Coronavirus that forced the shutdown of our physical campus resulted in a steep and significant learning curve for all, particularly for students and faculty, who found themselves engaged

in classroom instruction turned remote overnight. As a result, students and faculty quickly acquired the requisite technology and computer software within a week and learned to navigate their new world through the remaining eight weeks of the Spring 2020 term. All have developed greater proficiency and continue to expand their knowledge and expertise to improve online experience further.

HASS chairs all reported that they worked closely with their faculty to devise a Fall 2020 plan that would best serve the needs of students and protect the safety of all students, faculty, and staff. Most departments stated that they did not believe that the university could responsibly return to campus until an effective treatment is developed and available for all. In their opinion, to follow CDC guidelines is a near impossibility when it comes to the classroom due to the following:

1. The number one issue raised is the need to repair the ventilation system in all buildings.
2. A second concern was the safety of elevators due to contamination, capacity loads, and ventilation, particularly in buildings such as Karnoutsos and Grossnickle.
3. Faculty are asking that the university provide safety provisions for all on campus in a reliable way and that the requirement for everyone on campus to wear masks, use hand sanitizer, and practice social distancing be strictly enforced both inside and outside the classrooms.
4. Faculty and adjuncts with compromised health conditions should make plans to teach fully online.
5. Faculty would like a policy in place to support student requests that ask for fully online courses due to compromised health or living with a family member at high risk.

Each HASS department expressed concern about the financial well-being of the institution and weighed the costs of reopening with remaining online in the fall. Each department expressed a commitment to serve students to the best of their abilities utilizing the resources currently available, as well as what would be needed to enhance online education at NJCU. It is hoped that some CARES funds can be used to provide foundational online technology to all students, instructors, and administrators to ensure academic standards for all online or hybrid courses. Many departments requested specific technologies that ranged from essential (ex: ESL's request for two laptops and two microphones for faculty) to ideal requests such as Latin Studies' video conferencing lighting, African Studies' standing desks, and Philosophy's ergonomic office chair.

Although all the humanities and social science departments stated unequivocally that they can offer all their courses online and are prepared to do so, exceptions occurred in the area of the arts for the following:

## Music, Dance & Theater

The following is needed for rehearsals, auditions, instrument, ensemble, and chamber courses. By having the following, all courses in MDT can be delivered with full instruction equal to face-to-face courses. Without the following software and memberships, woodwinds, percussion, chamber ensembles, and jazz ensembles will be limited in quality:

1. Polycom
2. Placement test software
3. Soundtrap
4. Smartmusic
5. Focusright
6. MDT Livestreaming Set



## MEDIA ARTS

We will need to convert five of their current classrooms to production classrooms by installing five iMac computers-basic that will allow remote film editing. With this conversion, all production courses can be offered online. They will also need continued Adobe Creative Cloud access to all instructors and students.

## ART

The Art Department, and particularly the Art chair, should be congratulated on their outstanding response to the COVID-19 crisis. As a result of seeking additional scholarship support for Art majors, the department received full funding to provide art kits to all their students for not only Spring 2020, Summer 1, 2, & 3, but for Fall 2020 as well. Martin worked with each supplier to organize an art kit for all students as well as to arrange the timely shipping of such kits, even during the initial shutdown of our nation. Therefore, all that the Art Department requested was the following:

1. Adobe Creative Cloud continued membership for all students and faculty.
2. Access to VAB a few times during fall 2020 for students and faculty (may need access to equipment in studio space between 1-3 times in the semester.

African Studies, Latin Studies, Sociology, WGST, MDT, and Media Arts all requested continued Adobe Creative Cloud membership as well.

## LIBRARY

The library is prepared for a gradual reopening, to begin with, staff returning to the building, with a roll-out of hours over several weeks. Staggered staff/hours will be implemented for staff coming in, while some will work remotely. The library seeks assistance to purchase a 24/7 chat platform so that students and faculty can have access to library services from anywhere, anytime.

Library spaces will be configured for distancing guidelines, with certain areas of “high touch” eliminated, such as book displays and reserve materials, along with scrap paper, pens, pencils, chargers. Group study rooms will be scaled back, and safety protocols will be followed for elevator use. Also, signage will be provided throughout the building, and furniture either removed or rearranged for the appropriate

physical distancing of patrons. Computers will be reduced in number, and proper sanitizing will need to be done on those high-touch surfaces. Service desks will be outfitted with Plexiglas screens for the safety of the librarian and patron.

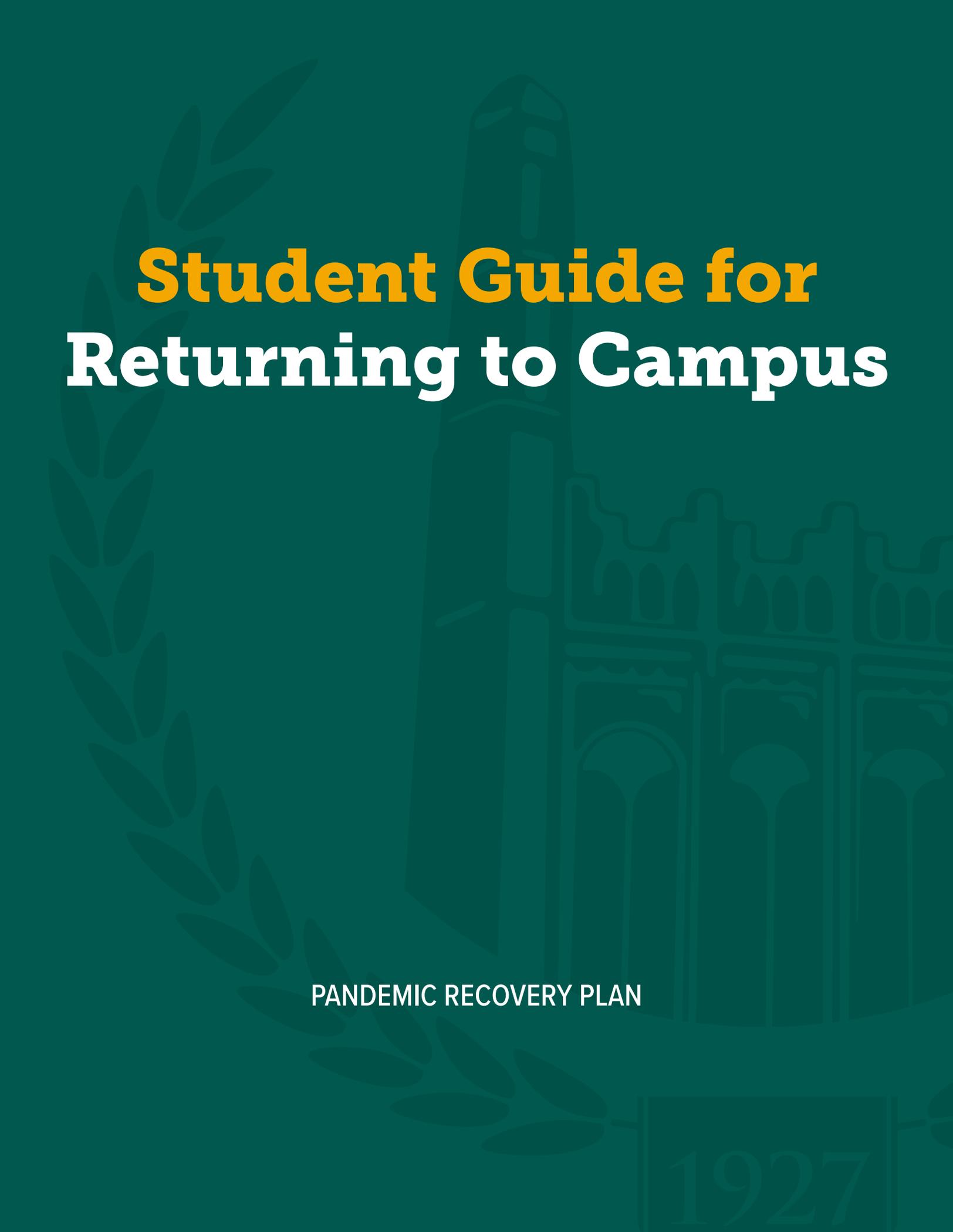
Another concern is the return of library materials. Those will be required to sit on carts for at least three days before processing back into the collection. The library will follow the recommended guidelines.

Lastly, bibliographic instruction will be conducted in person with 15 students or fewer; for larger classes, the instruction will be provided via Zoom or another virtual platform.

## **ESSENTIAL WORK / MOVING FORWARD**

The School/College summaries offer creative and flexible solutions to conditions that could allow face-to-face instruction in the fall, as well as require fully online learning in the event of a mandated closure.

- Classrooms will need to be surveyed to accommodate appropriate distancing in seating, moving about, instructor's areas, tables, etc. Many department chairs and faculty have been engaged in determining those needs in general classrooms, science labs, media labs, art studios, and music performance spaces, but Facilities and Health/Safety will need to assess each classroom at NJCU to determine the safe capacity for each environment. Department chairs, Associate Deans, and Deans will work with Facilities to follow appropriate guidelines to provide signage, floor maps, and other props for instructional spaces. Safety protocols, including PPE, will be required in all instructional environments.
- Expansion of Online Learning at NJCU to include a new suite of services provided by NJ Edge Pro solutions for the next several months. The *Edge Online Learning and Instructional Acceleration Program* will enhance our current capacity to serve the needs of faculty and students. In addition to providing additional staff, this program will include professional development for faculty in online, blended, synchronous, asynchronous, hybrid, and hy-flex teaching. A schedule of workshops and webinars will be available for faculty in July and August to prepare for fall classes. *This is the essential work that needs to be accomplished in the next two months.*
- Specialized scheduling and software for lab instruction and research, performing, and visual arts.
- Plans to return to fully online instruction with the greatest flexibility of instructional models if mandated to do so.
- Collaboration between Academic Affairs and Information Technology will include exploration of technologies for enhanced and immersive classrooms to facilitate innovative hy-flex teaching and learning. Faculty training on this technology would begin immediately.
- The work of the Task Force will be ongoing over the summer to ensure the continuous development of teaching and learning resources for fall reopening.



# **Student Guide for** **Returning to Campus**

PANDEMIC RECOVERY PLAN

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# Student Guide for Returning to Campus

As students return to campus this fall, NJCU is prepared for a new normal. While none of us knows with certainty what lies ahead, we now have a flexible plan in place to guide our way back.



## SAFE CAMPUSES

We know that some level of risk will persist and will continue to limit in-person activities and interactions, as well as require physical distancing and safety protocols (face coverings while in buildings or at outside gatherings are required on campus until further notice) through the coming academic year. If the level of risk rises significantly, the University is prepared to operate under heightened safety precautions, including shelter-in-place or campus closure orders.

## STUDENT LIFE ON OUR CAMPUSES

The Center for Leadership and Engagement will use the University's Health and Safety and Re-Opening Taskforce report as a guideline for programming and Gilligan Student Union Building (GSUB) usage.

## GILLIGAN STUDENT UNION BUILDING

The Gilligan Student Union (GSUB) houses, student programming, meetings, external events, student development offices, and many other community-based programs. To maintain health and safety, the building will remain open, but with limited capacity and use. For usage, all rooms must be booked through the School Dude Events Scheduling system. Group interactions must be limited, and all meeting spaces must adhere to social distancing policies and regulations.

- All meetings held in smaller conference rooms will be limited to a maximum of 10
- Larger Conference Rooms (rooms, 129, 312, 317) will have to be subjected to adjusted room capacity.
- Attendance in communal spaces (Prayer Room, Honors Lounge, etc.) will be subject to adjusted room capacity.
- The Gaming Lounge and Pool Table Lounge will be closed until further notice. The E-Sports Lounge will remain open and limited to a maximum of 5 people while adhering to social distance guidelines and restrictions.
- There will be no programming held on the outdoor patio space. Seating will be limited.
- No External guests will be allowed to utilize the building for the first 90 days of the semester.

## **STUDENT LEADERSHIP AND DEVELOPMENT**

To the fullest extent possible, the Division of Student Affairs & Enrollment Management will provide involvement opportunities for enrolled students in a face-to-face, fully remote, or hybrid manner.

Staff members will develop and enforce attendance limits for in-person events using current guidelines, policies, procedures, and protocols.

The Center for Leadership & Engagement staff has a robust mechanism to implement RSVP and tracking procedures. If in-person events are not possible, staff members will live-stream events.

Staff members will be trained to maintain standard cleaning practices to limit health-related risks as much as possible. Staff members will clean designated areas multiple times daily, with special attention given to high-traffic areas. Disinfecting wipes and hand-sanitizing stations will be available throughout event spaces.

## **STUDENT GOVERNMENT ASSOCIATION AND CLUBS AND ORGANIZATIONS**

Student clubs and organizations provide essential peer-to-peer interactions, associations, and leadership development for students. The annual Club Day event will be held virtually. Club meetings will be held virtually. There will be limited opportunities for on-campus meetings, and those shall adhere to social distance and capacity regulations. The Student Government Association will continue to meet bi-weekly through a virtual platform. The Center for Leadership Engagement team will guide in assisting all organizations in facilitating virtual programs.

## **GREEK LIFE**

NJCU's officially recognized fraternities and sororities contribute many positive aspects to the NJCU educational experience and community. The governing body, the Inter-Greek Council, will continue to meet virtually. Opportunities for virtual programming and recruitment will be made available. All new member processes will be suspended for the Fall academic semester.

## **LEADERSHIP PROGRAMMING**

Student Leadership is a key component to the overall success of our NJCU community. The NJCU Leadership Honor Society will be introduced and conducted on a virtual platform. Any in-person events will be live-streamed. As conditions and guidelines allow, opportunities for in-person meetings will be made available to student clubs and organizations while using appropriate social distancing guidelines as necessary.

## **COMMUNITY ENGAGEMENT**

Community Engagement provides critical elements of an experiential learning process. Our community engagement team will be offering virtual volunteerism programs. Our work with the NJ Campus Compact Changebuilders will continue to provide students with an opportunity to volunteer, gain leadership skills, and impact the community.

# International Students

## GLOBAL INITIATIVES (GI) PHASED REOPENING OF OFFICE

### STAGE 1: MARCH-JUNE 2020

The Office of Global Initiatives will work remotely. The GI Office will continue to meet with students, faculty, and staff virtually for all meetings. International students and scholars who require face-to-face meetings for visa purposes, will meet with a GI manager using the appropriate social distancing protocols established by the University.

The GI Office works with the Office of the Provost, University Counsel and the Human Resources Department to monitor Federal and State regulations for immigrations and visas for international students and scholars, through the State Department, United States Citizenship and Immigration Services, and the Student and Exchange Visitor Program, to determine how visiting students and scholars might be able to exit and enter the USA, if feasible.

All university international travel for faculty, students and staff is suspended.

All students studying abroad through NJCU are encouraged to return to America, if possible.

### STAGE 2: JUNE-JULY 2020

When the University officially reopens and enters into Phase 2, the Office of Global Initiatives (GI) will resume on-campus office hours and will be staffed by at least one (1) manager and one (1) program assistant each week, from 9am-5pm. The managers and program assistants will be assigned to return to campus accordingly by the AVP for GI. The GI Office will continue to meet with students, faculty, and staff virtually for all meetings. International students and scholars who require face-to-face meetings for visa purposes, will meet with a GI manager using the appropriate social distancing protocols established by the University. A thorough COVID-19 cleaning of the GI Office space was requested on June 15, 2020 and will be conducted on June 16, 2020.

All university international travel for faculty, students and staff will remain suspended.

The GI Office works with the Office of the Provost, University Counsel and the Human Resources Department to monitor Federal and State regulations for immigrations and visas for international students and scholars, through the State Department, United States Citizenship and Immigration Services, and the Student and Exchange Visitor Program, to determine how visiting students and scholars might be able to exit and enter the USA, if feasible.

COVID-19 safety protocols for international students able to enter the USA to earn a degree at NJCU will be drafted in accordance with Federal, State, CDC, and University regulations.

### STAGE 3: AUGUST 2020

When the University enters Phase 3, all GI staff will be asked to return to campus on a staggered schedule (August 10<sup>th</sup>), using the appropriate social distancing protocols established by the University. The GI staff will resume normal business hours, and will continue to meet with students, faculty, and staff virtually for all meetings. International students and scholars who require face-to-face meetings for visa purposes, will meet with a GI manager using the appropriate social distancing protocols.

All university international travel for faculty, students and staff will remain suspended.

The GI Office works with the Office of the Provost, University Counsel and the Human Resources Department to monitor Federal and State regulations for immigrations and visas for international students and scholars, through the State Department, United States Citizenship and Immigration Services, and the Student and Exchange Visitor Program, to determine how visiting students and scholars might be able to exit and enter the USA, if feasible.

COVID-19 safety protocols, including the consideration of length of time for isolation/quarantine period, for international students who are able to enter the USA and enroll at NJCU, will be implemented in accordance with Federal, State, CDC, and University regulations.

#### **STAGE 4: SEPTEMBER 2020**

When the University enters Phase 4, the GI staff will resume face-to-face meetings with faculty, staff, students, and scholars using the appropriate social distancing protocols established by the University.

All university international travel for faculty, students and staff will remain suspended until the University conducts a thorough review of the trajectory of the pandemic and the State deems it safe to travel internationally.

The GI Office works with the Office of the Provost, University Counsel and the Human Resources Department to monitor Federal and State regulations for immigrations and visas for international students and scholars, through the State Department, United States Citizenship and Immigration Services, and the Student and Exchange Visitor Program, to determine how visiting students and scholars might be able to exit and enter the USA, if feasible.

COVID-19 safety protocols for international students able to enter the USA to enroll at NJCU will be implemented in accordance with Federal, State, CDC, and University regulations.

## **Athletics**

Over the past five months we have taken considerable steps to ensure that when you arrive back on campus our attention to your health and safety will be evident throughout our athletic facilities. A critical first step in the process is the formulation of this NJCU Athletics Re Opening guidebook. This guidebook will provide essential information on cleaning protocols, enhanced procedures, and social distancing practices that will require full compliance from our staff, faculty students, partners, members, and guest. All patrons will be asked to observe signs and follow floor decals located throughout the facility to ensure the flow and safety of all is considered. You will notice increased spacing between equipment and within our fitness center and sports medicine department. Listed below are critical updates to the flow:

- Entrance to the facility will remain the same and located at the front of the building with no touch entrance into the lobby.
- We will have a separate exit lane that all patrons will be required to follow prior to entering the facility.
- All patrons will be required to practice excellent personal hygiene and wipe down equipment regularly before and after each use.
- Gym wipe stations are plentiful throughout the fitness floors, and hand sanitizer stations are wall mounted in several areas.

- Staff members are undergoing extensive training to comply with COVID-19 policies procedures. Staff will be constantly monitoring and cleaning machines, equipment, and touch points.
- Facility hours have been reduced with an hour closure/break for deep cleaning.
- Patrons are asked to minimize the number of belongings they bring into the facility.

Patrons will be **REQUIRED TO WEAR FACE COVERING** and follow the safety policies and procedures posted by the entrance. Failure to follow policies will result in being asked to leave the premises.

### **PATRONS MUST:**

- Always maintain 6 feet of social distance
- Wash hands regularly
- Cover face with face covering
- Stay home when sick
- Get tested immediately when sick

### **CAMPUS RECREATION**

Physical well-being is important, too. As conditions allow, opportunities for in-person recreational activities will be made available to students. Staff will implement appropriate cleaning and disinfecting protocol, including:

- Scheduled cleaning and disinfecting of equipment throughout each day
- The availability and posted policies on the use of proper cleaning and disinfecting materials (such as wipes).

In the meantime, University personnel will offer virtual opportunities for recreation. Examples include yoga sessions, video game sports leagues, and fitness sessions.

The profound changes of the past three months have given us the opportunity for a renewed appreciation of what it means to be part of the NJCU community. While we eagerly anticipate recovering from the threat of the COVID-19 pandemic, we know that NJCU's resilience and creativity remain some of our greatest strengths. Students can count on an NJCU community committed to a vibrant experience as well as to health and safety.

### **Dining Services**

Students, faculty, and staff will have access to dining options. All options will be implemented using social distancing protocols. Dining will continue to be offered using the Grubhub app for ordering and social distancing techniques for food distribution.

University officials will work with Gourmet Dining staff members to determine which eateries will be available for food services. Options include, but are not limited to, GSUB Cafeteria, Vodra Dining Hall, and Dunkin Donuts.

Safety Protocols include: To-Go Services, enhanced cleaning, small seating capacities, amongst other recommended safeguarding measures.

All members of the dining staff will wear face masks, gloves, and additional PPE, including face guards where needed.

There will be one main cafeteria open where proper protocols regarding entrances and exits will be marked until further notice.

All staff will be behind protective barriers, and methods for non-touch payment options will be introduced.

All seating areas will be closed, and students will have to-go options until further notice. These are the same practices that were followed in the spring of 2020 when dining remained open for residential students during the initial COVID-19 shut down.

The NJCU Gothic Knight Food Pantry will remain open and operating during normal hours. Any student or member of the community in need may also schedule an appointment with the Dean of Students staff to obtain food. All food will be available in to-go bags; there will be no “shopping” until further notice.

## On-Campus Housing

Housing is critical to the overall NJCU experience. Even so, housing students during times of heightened health concerns requires a sophisticated system of protocols.

NJCU is committed to providing students with housing options as a basic human need. When residence halls reopen, NJCU will implement appropriate policies, procedures, and protocols.

When students return to residence halls, the University will communicate expectations, policies, and protocols for move-in and the use of elevators using current guidelines. The following is what students can expect:

- All residential students must be tested within the two weeks for COVID-19 before moving into the residence halls.
- University personnel will clean and disinfect common public areas multiple times a day using appropriate guidelines and products.
- Housing assignments will be made using a system (Erez) which adheres to social distancing and health-related risk reduction guidelines while attempting to meet the needs of students who have applied for housing. This system has been in place for the last two academic years.
- Move-in and Move-Out processes will be “touchless,” where students will not need to sign into their spaces. During the spring 2020 semester, Residence Life implemented an “Express Check Out” process that will be utilized again during the fall. For Move-In, students will simply need to swipe in to check into their spaces, electronically sign all documents through the Erez system (housing database), and all paperwork will be waiting for students in their rooms ahead of time.
- Curbside check-in will be available for families to drop off students during the move-in process. There will be additional cleaning of all entrances, elevators, and common spaces during this time. Family members will not be permitted to assist with move-in. NJCU will provide move-in ambassadors to assist students with their belongings.
- Residential Life & Housing staff members will participate in specialized training sessions to enhance their ability to identify and address health-related concerns in residence halls.

- Students with known or suspected exposure to COVID-19 will be required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods.
- The Office of Housing & Residence Life, the Health Center, and the Dean of Students Office will work with any student in isolation to provide food, supplies, and academic resources to ensure the student is safe. A per diem nurse will monitor any student who is ill and will provide medical guidance to them.
- NJCU will have testing and medical staff on-site to assist any student who is ill. Public Safety will assist in transportation for any student who requires off-site medical services.
- University personnel will continue to offer educational and social development opportunities using appropriate social distancing techniques and/or technology-based methods.
- Common areas of buildings will be open or closed based upon current guidelines. All expectations will be posted throughout buildings and online.
- There will be no guests permitted into the residence halls, and room to room visitation will also be prohibited until further notice. Any family member who wishes to enter the halls must first be tested for COVID-19 and provide proof of negative results before entering.
- No student at NJCU will be denied housing. NJCU will maintain 60% occupancy of its residence halls. Once 60% is met, NJCU will be working with off-campus affiliates to provide housing at no additional cost to students.



# **Academics & Student Support**

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# Academics & Student Support

## CALENDAR

The Fall 2020 semester will begin as scheduled on Tuesday, September 1, and will conclude with final exam week, scheduled for the week of December 16-22. The NJCU academic calendar can be found [here](#).

## CLASS SCHEDULES AND DELIVERY

Classes will generally remain as scheduled for in-person, online, and hybrid sessions.

- In-person attendance will be subject to adjusted classroom capacity and safety protocols and may be scheduled on a rotating basis. Remote attendance may take the form of watching a recorded lecture, watching and participating in a live video discussion or participating in a discussion or other online learning platform such as BlackBoard.
- All classes will use the same BlackBoard online learning management system.
  - “Online classes” do not have scheduled in-person sessions; all course content is accessed in Canvas.
  - “Hybrid classes” have periodic scheduled in-person sessions, but the majority of course content is accessed in Canvas.

For classes in which remote attendance cannot fully replicate the in-person experience, such as art studios or science labs, specialized solutions to enable physical participation will be needed. We are exploring alternative schedules that would permit in-person attendance, which may be periodic over the usual term as with hybrid classes or may be intensive over a shorter term. Full details regarding the operating platforms for each course are still being developed, and further information will be

## Office of Specialized Services

### DISABILITY SUPPORT SERVICES AND SUPPLEMENTAL INSTRUCTION (SI)

Mental health conditions may qualify students for accommodations, and temporary accommodations are available. Individual appointments for students and families are provided online; face-to-face services will resume when appropriate.

All employees will return on a rotating basis. Virtual meetings will continue to be held with students via Zoom. Regular communication will be maintained with students and staff via email and text messaging (EAB is being utilized for messaging student cohorts, Group Me App for Supplemental Instruction Leaders (SILs), and Blackboard messaging for SI student cohorts) and by phone. All Supplemental Instruction sessions will continue to be held via Zoom throughout the fall semester. In-person sessions will be added to the schedule as needed or upon request. Qualtrics forms will continue to be utilized to collect disability documentation, SI leader applications, and to disseminate satisfaction surveys to students. Staff will be available to proctor in-person exams according to the daily testing schedule. (FC, SD, CP, PG)

### MILITARY SERVICES

Students registered with the Office of Military & Veterans Services can be assured their needs will be met through virtual services. In-person services will also resume when appropriate. Students who are deployed are provided support with enrollment and course completion options.

## CHILDREN'S LEARNING CENTER

The Children's Learning Center is committed to providing a safe and healthy environment for young children on campus. When the center reopens in the fall, appropriate policies, procedures, and protocols will be implemented.

### HOURS OF OPERATION:

- The childcare center will reduce their regular operating hours to ensure social distancing when families pick up and drop off children as well as to enhance cleaning and sanitizing procedures. We will be open to families from **9:00 a.m. – 4:00 p.m.** Monday-Friday.
- The CLC will reopen on August 15, 2020, and adhere to all state and local guidelines for cleaning and capacity mandates.

### DROP OFF/PICK UP POLICIES:

- To ensure social distancing, parent traffic will be monitored by staggered pick-up and drop off times. Parents may no longer be able to escort their children inside the classroom.
- Children and staff will be screened upon entry and throughout the day. If a child or staff member has a temperature reading of 100.4 or above, they will not be permitted to return to the center until he/she is symptom-free without medication for 14 consecutive days. This applies to siblings and all family members, if a family member is exhibiting symptoms and/or fever, then all family members must stay home.

### SOCIAL DISTANCING AND DAILY OPERATIONS:

- The children will be in their classrooms with no more than nine children. There will be staggered shifts during outside playtime so that classes do not interact with one another.
- Special events, field trips, and visitors to the center will not be permitted.
- All staff will be required to wear cloth masks while at the center, and when possible, children will also be encouraged to wear cloth masks (except during nap time and all mealtimes).
- Cleaning and sanitizing routines will be even more rigorous. High-touch surfaces will be sanitized regularly. If possible, windows will be opened more frequently to allow airflow and/or air purifiers with germ and sanitation modes will be on throughout the day.
- Children and staff will practice frequent hand washing for at least 20 seconds and will be monitored for proper technique.
- Staff will be required to wear gloves when handling food and snacks.
- If a child develops symptoms of COVID-19 while at the childcare center, the family will be notified, and the child will be moved to a separate space with a caregiver. If a child tests positive for COVID-19, the program needs to notify [their local health department](#) for guidance and operating procedures.

## **STUDENT SUCCESS SERVICES**

NJCU will continue to offer student services remotely while adding face-to-face services modified to accommodate social distancing and health guidelines.

The addition of online options for services is a permanent change that will benefit many students who may be completing their degrees fully online or at other campuses, or whose schedules do not permit attending appointments on campus.

## **ACADEMIC SUPPORT**

In addition to resuming some face-to-face services, University Advising Services and The HUB Tutoring Center will continue to provide high-quality virtual support options. Physical distancing and health precautions will be implemented in advisors' offices and tutoring locations. Also, NJCU will continue to support student well-being and academic success through extensive outreach via emails, phone calls, and text messages.

# Frequently Asked Questions – FAQ's

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# Frequently Asked Questions – FAQ's

- 1. How will I get information on opening, closing and important updates**
  - a. You must use your NJCU email to receive all of the important information.
  - b. Sign up for the NJCU alerts
  - c. Also, important announcements can be found on the NJCU website.
  
- 2. What should I do before coming to campus?**
  - a. Take your temperature: if you have a fever of 100.4 or greater, do not come to campus
  - b. If you are coughing, having shortness of breath (breathing faster than normal) or difficulty breathing, muscle or body aches, the new loss of sense of smell or taste, sore throat, congestion, nausea, vomiting or diarrhea do not come to campus and contact your primary care provider for further instructions.
  
- 3. How can I prevent spreading the virus on campus?**
  - a. Preventing the spread of the virus on campus involves the same strategies that are used in the community:
    - ii. Wash your hands frequently with soap and water (supplied at all sinks on campus)
    - iii. If you are unable to use soap and water, use hand sanitizer (stations available throughout campus)
    - iv. Stay 6 feet apart: 2 arms' lengths! No shaking hands, high-fives, fist bumps, hugging! Avoid group gatherings!
    - v. Cough or sneeze into your elbow area and then wash the area
    - vi. Wear a face covering. This can be cloth or a paper mask. Be sure you clean / change the mask each day.
    - vii. Avoid touching your face and eyes
  
- 4. How will the university assure social distancing?**
  - a. Work is being done to assure that classrooms provide the needed 6 feet between people.
  - b. For some classes, attendance will be staggered by week
  - c. Work is being done to erect physical barriers in close contact areas (cafeteria, security, etc.)
  
- 5. What should I do if I feel ill on campus?**
  - a. You can go to the Health and Wellness Center.
  - b. If you think someone has a medical emergency, please call 911.
  
- 6. What should I do if I am feeling depressed or overwhelmed?**
  - a. Counseling services are available for those in need on campus.
  
- 7. Will I be penalized if I do not come to work/school if I do not feel well?**
  - a. If you are ill, you will not be penalized. Be sure to stay in contact with your supervisor/ professor regarding absences.
  
- 8. What should I do if someone in my home is Covid-19 positive?**
  - a. If a family becomes infected with Covid-19, the family members must self-quarantine themselves for 14 days after contact with that family member. They must self-monitor for symptoms daily.

- 9. How long should I stay away from campus if I have or have been exposed to COVID-19?**
- Exposure means that you had close contact (less than 6 feet) for greater than 15 minutes.
  - You should stay at home for 14 days.
- 10. I don't feel well. What should I do?**
- If you are home and don't feel well, stay home. Take your temperature and call your provider for further instructions.
  - If you are on campus and don't feel well, you can report to the Health Center
- 11. If I have questions and would like to speak with someone, who should I call?**
- General questions about the workplace and workplace safety can be answered by Human Resources. You can find all contact information for Human Resources
  - If you have questions about actual job duties or faculty assignments, please contact your direct report, coordinator, or Dean.
- 12. Is a surgical mask/face mask helpful in preventing transmission of Coronavirus?**
- Because many people who have the Coronavirus do not have symptoms, they may be unaware of when they are transmitting the virus.
  - The CDC has determined that the use of face coverings can help prevent the spread of the virus.
- 13. Where can I get more information on Coronavirus?**
- The best place to go for information on the Coronavirus is a trusted and well-researched website.
  - The CDC is a good place for information for you and your family
  - New Jersey Department of Health has information more specific to our state
  - NJCU has also compiled a website with resources and services to assist you with COVID-19 questions.
- 14. If a student requires self-quarantine or self-isolation, where will they be housed?**
- Students with known or suspected exposure to COVID-19 will be required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods.

