

## **Fall 2020 Reopening Plans**

### **Offices of Student Life and Fraternity and Sorority Life**

#### **BUDGET/RESOURCES REQUIRED:**

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

#### **Recovery Phase 0**

##### **1. OFFICE OPERATIONS**

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

##### **2. EVENTS**

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

##### **3. STUDENT ORGANIZATIONS**

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

##### **4. FACILITIES**

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

## **Recovery Phase 1**

### **1. OFFICE OPERATIONS**

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

### **2. EVENTS**

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

### **3. STUDENT ORGANIZATIONS**

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

### **4. FACILITIES**

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

## **Recovery Phase 2**

### **1. OFFICE OPERATIONS**

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

The front door to the front and back offices will remain open and social distancing measures will take place to ensure students are remaining 6' apart while waiting to enter the office or speak with an administrator. Tables will be removed in the fourth floor lounge to allow for lines to be created to enter the office. Sofas in our front and back lobby areas will be removed and chairs will be spaced at a safe distance around existing tables. *All students will be encouraged to make appointments with staff in advance and whenever feasible.*

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

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

## 2. EVENTS

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

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

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

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

### 3. STUDENT ORGANIZATIONS

**Guidelines created and disseminated:** OSL will develop and train student leaders on updated guidelines and procedures for hosting in-person student events at NJIT as well as safety precautions. These guidelines will be developed in coordination with university guidance and in partnership with the COVID-19 Task Force, Strategic Events and Conference Services, Facilities, Gourmet Dining, and the Dean of Students office.

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

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

### 4. FACILITIES

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

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

including personal bowling balls. The Billiards Club will be subject to the same cleaning procedure for the tables they are using.

Regular cleaning of the Gameroom will be conducted by two closing staff each day which includes sweeping, wiping down of high-touch surfaces, and refilling hand sanitizers for the next day. The two-person staff will be adjusted so that 1 staff member is behind the desk, able to handle a smaller number of patrons, and 1 student staff member will be at the door, ensuring the head count to keep social distancing procedures. The chairs and tables outside of the game room may be removed to allow a social distancing waiting line with floor stickers. Billiards Tables will also be limited to 3 people per table with only 3/5 tables open at a time. The back seating area will be limited, with signs posted to not move tables or chairs to ensure social distancing is followed.

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

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

### **Recovery Phase 3**

#### **1. OFFICE OPERATIONS**

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

#### **2. EVENTS**

Events sponsored by OSL, OFSL and student organizations may be permitted on campus in approved event spaces given capacity limitations set forth by the state of NJ and the Secretary of Higher Education and guidelines provided by Strategic Events and Conference Services.

Social distancing must continue to be enforced. Precautions will be taken to ensure that attendance is maintained throughout events including utilizing the Check-In App and RSVPs in Highlander Hub. Virtual programming must continue to be offered for all events and meetings. Masks must be worn indoors but will not be required in outdoor spaces. Off-campus travel will be considered pending the status of travel across the country and globally at that time. Social events with alcohol will not be permitted.

### **3. STUDENT ORGANIZATIONS**

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

### **4. FACILITIES**

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

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

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

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