

Covid-19 Campus Guide



General Information

IAS

INSTITUTE FOR
ADVANCED STUDY

Welcome Back!

As we begin our partial return to campus and a new normal, we want remind everyone of our plan for safety, as well as the changes to policies and procedures. Please be assured that we are committed to the well-being of our community.

What WE are doing:

- Partial reopening is focused on maintaining reduced occupancy on the academic campus. Faculty, Emeriti and Members will return to offices on September 8, 2020 and Staff returns on July 1, 2021.
- Prior to arriving on campus each day, all staff, faculty, and members will be required to complete a brief health screening questionnaire <https://forms.ias.edu/form/health-screening>
- For more information on the screening procedure, refer to our Campus Guide - Health Screening.

What WE are doing:

- Signage with physical distancing requirements and proper personal hygiene recommendations will be posted on campus.
- Encouraging frequent and proper hand washing and providing hand sanitizer where possible.
- Common areas and frequently touched surfaces are cleaned often. Cleaning supplies will be available in each building in high touch areas, and everyone will be responsible for cleaning and disinfecting their personal workspaces.

What YOU Must do When Campus Opens:

- Complete the Health Screening form every morning between 6 am – 10 am if you are planning on going to campus or the fitness center that day (including weekends).
- Stay home, or go home, if you or someone in your household is sick.
- Maintain physical distancing practices, keeping 6 feet apart at all times.
- Wear a face covering/mask if you are not fully vaccinated.
- Wash your hands frequently, for a minimum of 20 seconds, at least 5 to 10 times a day.
- Follow cleaning product instructions when cleaning your work areas.

What YOU Must do When Campus Opens:

- Do not enter the offices of others. Stand in the doorway to ensure 6 feet of distance.
- Do not use phones, desks, offices or work tools and equipment belonging to others.
- Adhere to all IAS policies and practices, both general and Covid-19 related.
- Talk to HR if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- *Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.*

Scheduling appointments:

The following departments/services/facilities require an appointment

- Administrative Services
- Campus Activities
- Comptroller's Office
- Computing
- Historical Studies-Social Science Library
- Human Resources
- IAS Shuttle
- Mathematics-Natural Sciences Library
- Fitness Center

You can schedule an appointment through AppointmentPlus using this link

<https://www.ias.edu/appointments>

Frequently Asked Questions *continued*

Will we continue to have in-person meetings?


In order to promote physical distancing on campus, some meetings will need to be restructured. The ability to hold in-person meetings will depend on federal and state guidelines. Video or telephone meetings are encouraged whenever possible. Please use AppointmentPlus to schedule meetings with departmental staff members.

Do I have to wear a face mask/covering at work?

Yes, face masks/coverings *will be required if not fully vaccinated* in all indoor common areas and meeting spaces and when physical distancing is not possible.

If you have a medical condition that restricts you from wearing one, please speak with Human Resources.





Frequently Asked Questions *continued*

Am I required to complete a health screening when reporting to work?

All Faculty, Members and Staff (and in the future possible visitors) will be required to complete a health screening regarding COVID-19 symptoms and other related questions before coming to our campus. Daily screening will take place for the safety and security of our entire campus community.

What should I do if I feel sick?

Individuals who feel ill should notify their supervisor and NOT report to work. If you are already on campus and begin to feel sick, notify your supervisor and go home immediately. Staff can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact Human Resources for more information on available paid time off.