

Covid-19 Campus Guide



Administrative Services

- Public Safety
- ID Cards
- Mail and Shipping
- Printing
- Office and General Supplies
- Transportation

Public Safety

- Public Safety staff is available 24/7/365 and will be stationed in Fuld Hall during non-business hours.
- The best way to reach them is to call them at 609-947-5940, or email them at publicsafety@ias.edu.
- Building and office entry doors are typically locked, requiring your ID card to gain access.
 - If needed, Administrative Officers may request certain doors to be open during specified time frames for conferences or regular seminars.

Contact Public Safety for:

- Any issues concerning door locks or lock outs on campus or housing
- Malfunctioning ID cards during non-business hours for a resolution prior to the next business day

Mail and Shipping

- The Mailroom, IAS Store, and office supplies will be open to all faculty, staff, members, and visitors on Monday - Friday from:
 - 9:00 A.M. – 12:00 P.M.
 - 2:00 P.M. – 4:30 P.M.
- Any questions regarding mail or packages can be made by emailing mailroom@ias.edu.
- A mail box is available in the vestibule of Fuld Hall in between the entrance door and the glass lobby door. You may drop any outgoing mail, interoffice envelopes, or small packages into the mail box. This will only be collected at the beginning and end of each business day.

Printing

- Requests for print jobs should be sent to print@ias.edu. Once we look at the job, we will call you if we have any questions. The job will be completed, then placed in your mail bin. If you need it sooner, we can hold it in the mail room for you to pick up using the outside entrance door.

Office and General Supplies

- Requests for office and general supplies can be made by sending a request to supplies@ias.edu
- If there are specific office supply items you need from WB Mason and we do not stock them in our supply room, please email supplies@ias.edu with the link to the item(s), the quantity, and the cost center to charge. Orders from this vendor are usually delivered on the next business day, and will be available with your daily mail pick up.
- Any returns should be brought back to the mail room area on the next business day.

Transportation

- The IAS shuttle service will operate on a reservation based system. To allow for social distancing, we will take reservation for up to ten (10) passengers per trip.
- Our shuttle bus will be cleaned and disinfected throughout the day using solutions recommended by the CDC and registered with the EPA as effective against Covid-19.
- Please plan your trips to minimize the frequency of your need to ride the shuttle, leaving opportunities for others to make reservations as well. Our published schedule will be followed barring any unforeseen delays.

ID CARDS

- IAS ID cards for Members and Visitors will be in your information packets when you arrive at IAS. They will be activated for door access based on the dates of your stay, and can also be used in our dining facility to charge meals, and our laundry facility to charge for your machine use.
- ID cards may be obtained for spouse, companions, and family members. The request must come from the Member or Visitor once they are on campus, and must include a suitable photo (preferably with a light color background) to be used on the card. Proof of vaccination is required prior to any ID card being issued.
- In order for your family or companions to gain access to upload their proof of vaccination you must first create a sponsored account. The instructions for creating that are located at: [Creating a Sponsored Account - Campus Resources | Institute for Advanced Study \(ias.edu\)](#)
- Once vaccination proof is uploaded, send your ID card request and photo to idcards@ias.edu. We will message you when the card is ready for pick up.
- Any problems with ID cards should be reported to idcards@ias.edu. Most issues can be resolved in just a few minutes.