

Return-to-Campus Guide



Administrative Services

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

IAS

INSTITUTE FOR
ADVANCED STUDY

Public Safety

- *Services provided by Public Safety will not change during this time. Public Safety staff are still available 24/7/365, but will only be stationed at Fuld Hall Reception 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.*
- *All building entry doors will remain locked 24/7/365 until further notice, requiring your ID card to gain access.*

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

- *Requests for mail pick up will be made in the IAS centralized reservation system. Any questions regarding mail or packages can be made by emailing mailroom@ias.edu, or in person during your daily mail pick up.*
- *We are not offering routine delivery to the campus buildings at this time. If the mail or packages you are picking up are bulky or heavy, we'll make arrangements to have it delivered to your office in between our scheduled appointments.*
- *Requests for packages to be sent out by FedEx or UPS can be dropped off in person by making an appointment through the IAS centralized reservation system.*
- *There will be a mail box in the vestibule of Fuld Hall in between the entrance door and the glass lobby door. You may drop any outgoing mail, interoffice*

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 to be picked up on your next scheduled appointment to pick up your mail. If you need it sooner, we can hold it in the mail room for you to pick up using the outside entrance door.*

Purchasing

- *Our current purchasing process remains in effect. All staff designated by their departments to purchase goods and services, will continue to use Nexonia for purchases totaling more than \$3,000, or those which require a physical Purchase Order to complete the transaction. Purchases less than \$3,000 can be made by email request which should include any pertinent information.*
- *If there are specific office supply items you need from WB Mason and we do not stock in our supply room, please email supplies@ias.edu with the link to the item(s) and the quantity. Orders from this vendor are usually delivered on the next business day, and will be available with your daily mail pick up.*
- *Orders from Amazon placed by staff should continue as they have in the past. Those without an IAS Amazon account, should send an email with a link to the product to purchase@ias.edu .*

Office and General Supplies

- *Requests for office and general supplies should be made by email only. We are not offering in-person service at this time. Please send the request to supplies@ias.edu. Your order will be waiting with your daily mail and package pick up. If the order is bulky or heavy, we'll make arrangements to have it delivered to your office.*
- *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 when you pick up yours 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 four (4) 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.*
- *Masks will be required from the time a passenger enters the shuttle bus, to the time they exit.*
- *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.*
- *Riders must complete the health screening form between the hours of 6 am and 10 am any day they wish to use the shuttle service.*
<https://forms.ias.edu/form/health-screening>

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. The request and photo must be sent 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.*