

# Return-to-Campus Guide



## General Information

# Welcome Back!

As we begin our partial return to campus and a new normal, we want to share 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 be allowed to return to offices on September 8<sup>th</sup>, provided that the 14 day quarantine period has been completed, if required.
- The majority of office staff will continue to work from home for the time being to reduce the number of people on campus at any one time.
- 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>
- Travel screening will be required for any member of the Institute community who has traveled elsewhere for more than 24 hours when they intend to return to campus <https://forms.ias.edu/form/travel-questionnaire>
- For more information on these two screening procedures, refer to our Return to Campus Guide - Health Screening & Travel Questionnaire.

# 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 will be 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.
- Meeting rooms and common areas will have reduced seating and capacity limits.
- High traffic areas, such as the entrance to Simons Dining Hall will be marked as one-way to reduce face-to-face traffic.
- Staff travel will not be permitted; other academic-related travel will remain restricted.

# 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 that day (including weekends).
- Stay home, or go home, if you or someone in your household is sick.
- Complete the Travel Questionnaire if you've traveled elsewhere for more than 24 hours
- Maintain physical distancing practices, keeping 6 feet apart at all times.
- Wear a face covering/mask in accordance with current guidelines and avoid touching your face.
- Adhere to our "no handshake" policy.
- 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 require an appointment

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

You can schedule an appointment through AppointmentPlus using this link

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



## Frequently Asked Questions

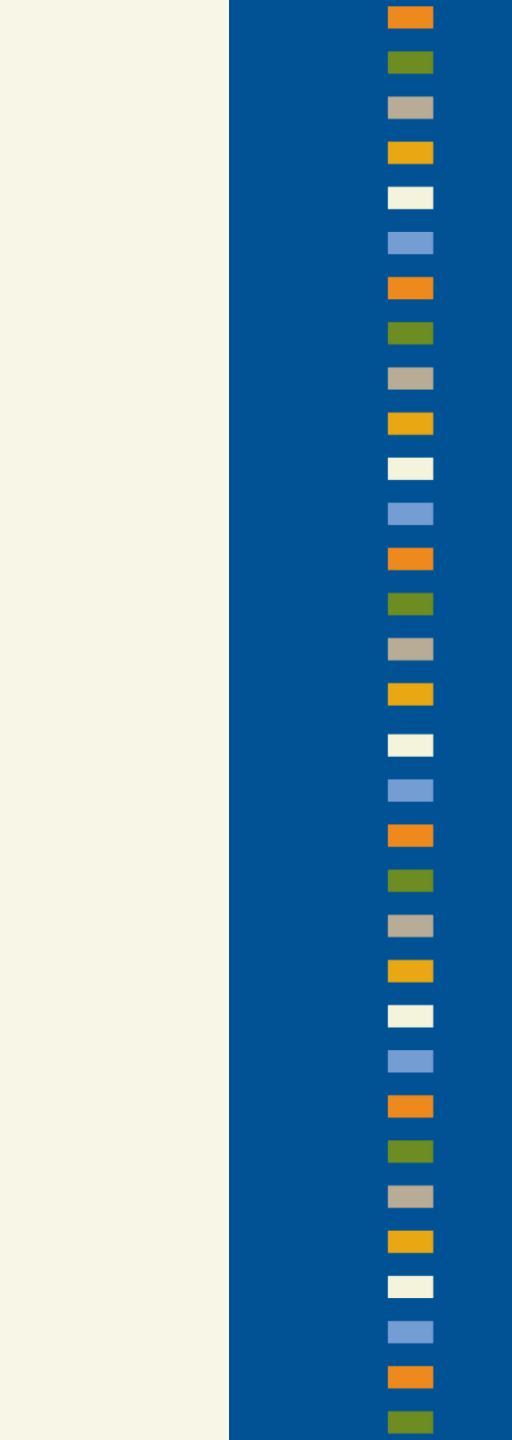
### *Can I continue to work from home?*

As we reopen campus, we expect most employees to have a combination of on campus and telework schedules. These schedules will fluctuate based on federal and state mandates and your departmental requirements. Your supervisor will review your individual situation with you.

### *Is it safe to return to work?*

We are taking precautions to ensure our campus is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as new cleaning guidelines, health screenings and physical distancing practices to keep our campus healthy.





## Frequently Asked Questions *continued*

### *How will a partial reopening impact me?*

Work schedules, such as the number of days a week everyone is expected to be on campus, will vary by department and need. For example, individuals may work telework some days and be on campus others. Your supervisor will create a schedule that will work for your department.

### *Will I have to participate in seminars in person?*

Each school within the Institute has participation requirements for their seminars during term. Please refer to those guidelines for the number and/or frequency expected. Virtual participation (such as Zoom) will be an option for every Faculty and Member for the foreseeable future.

## 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* in all indoor common areas and meeting spaces and also outdoors 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.



## Frequently Asked Questions *continued*

### *How will positive cases of COVID-19 be handled on campus?*

Despite all precautionary measures, there is always a risk of exposure to communicable diseases. Should an individual(s) test positive for COVID-19, we will immediately inform the campus community about possible exposures. Individuals who have been potentially exposed will be sent home and asked to telework for 14 days. A thorough cleaning of the workspace and other areas used by the infected individual will be conducted after the area(s) has been closed off for at least 24 hours.

# Changes You Will See on Campus:

In the months to come, we will continue to monitor the situation with the pandemic and will adjust our protocols for the safety of all.

Some of the new things you may see are:

Physical  
Distancing

Hand  
washing  
Reminders

Directional  
instructions  
for moving  
around  
campus

Health  
screening

Reduced  
capacity in  
meeting  
spaces