

Return-to-Campus Guide



Meeting Rooms and Common Spaces

Welcome back!

As we start to reopen our academic campus there will be some necessary changes and modifications to all of our Meeting Rooms and Common Spaces.

- Physical distancing guidelines and protocols have been put in place*
- Capacity of every meeting room and common space has been reduced in accordance with CDC and State of New Jersey guidelines*
- Lectures, meetings and seminars will likely have to be relocated to larger rooms or be a combination of in-person and virtual attendance to accommodate everyone*

What *WE* are doing:

- *Lecture, meeting and seminar rooms have been modified to adhere to physical distancing requirements*
- *Spaces have been set up to maximize the occupancy and functionality of each room.*
- *Audio/visual capabilities have been established in each space with instructional guides for unassisted operation.*
- *Multi-use spaces will have guidance on availability/accessibility depending on other occupancy.*
- *Outdoor spaces have been created for collaborations and outdoor eating near Bloomberg Hall, Wolfensohn & Simonyi Halls, the SHS/SSS Library and in the Birch Garden*
- *Weather proof blackboards have been placed strategically on campus for outdoor use*
- *Collaboration circles have been created on the North Lawn with Adirondack chairs for small discussion groups*



What *YOU* Must do When Campus Opens:

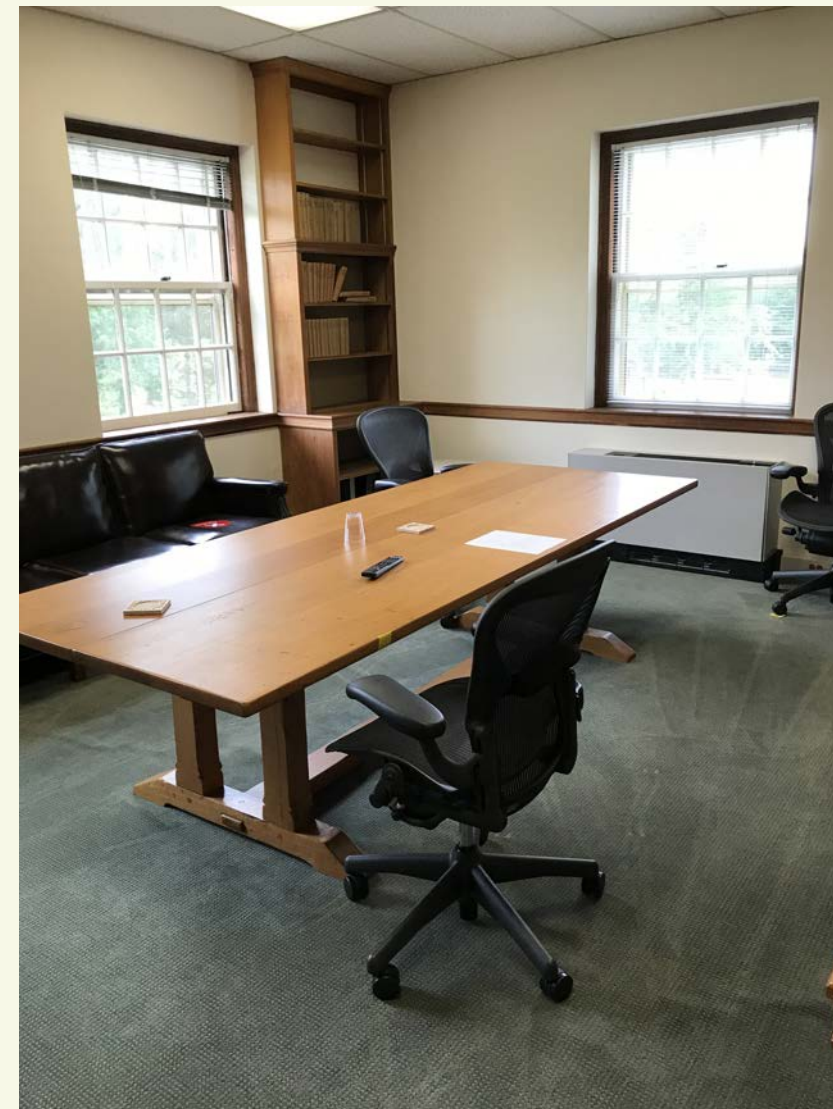
- *Wear a mask per State guidelines*
- *Observe and abide by all occupancy restrictions posted at each room*
- *Maintain physical distancing – stay 6’ or 2 meters apart*
- *Do NOT move any furniture from the locations that you originally found them in – all furniture has been spaced according to the current physical distancing guidelines*
- *Check the availability of a space with your administrative staff in your school before using an empty space*
- *Reserve a room in advance if a planned collaboration/seminar/lecture*
- *Do not meet in someone else’s office without the occupant’s permission (few member/staff offices are large enough to accommodate more than one person safely)*
- *Leverage outdoor meeting spaces or virtual meeting platforms*
- *Adhere to our “no handshake” policy*



Meeting rooms by building

A Building — Conference Room 202

- *Room is limited to 4 people seated at the table*
- *Couch may not be used if all allowable chairs are occupied*
- *AV supported by TV stand setup originally in the space, instructions are on the console*
- *Seating configuration is depicted on right:*



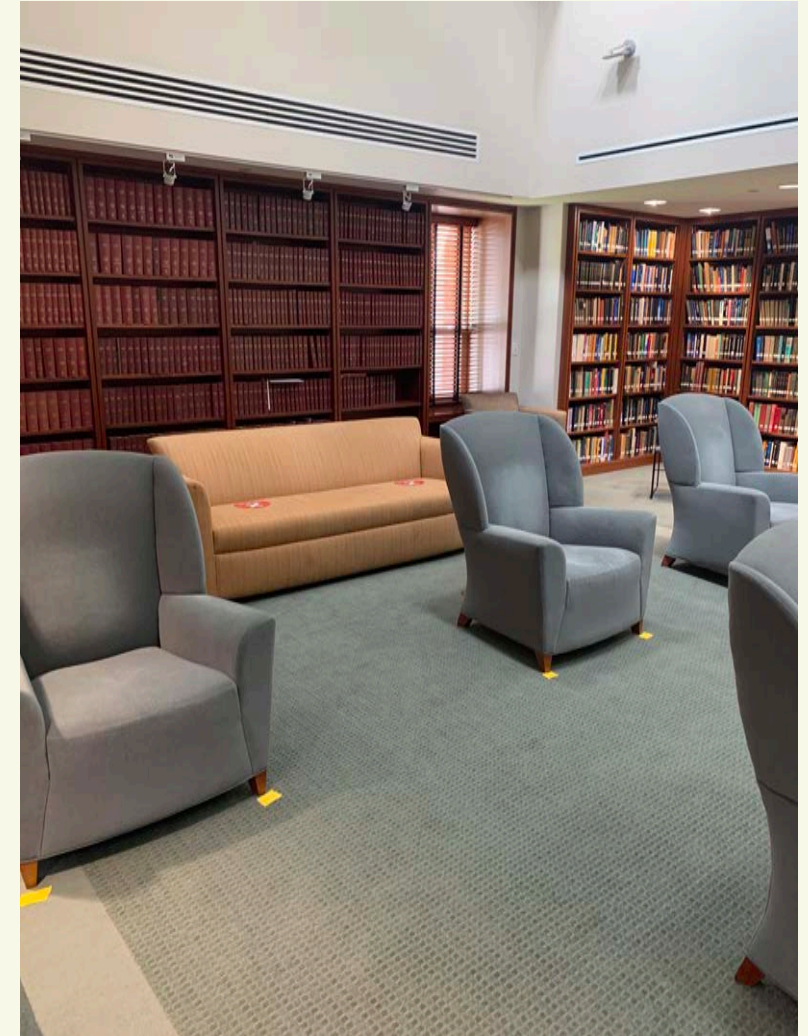
Bloomberg Hall — Astrophysics Library

- *Room is limited to 11 people, including 1 at blackboard (yellow line)*
- *AV – Built in capabilities in room*
- *Seating configurations depicted on right:*



Bloomberg Hall — Physics Library

- *Room is limited to 13 people, including 1 at the blackboard (yellow line)*
- *Seating configuration depicted on right:*



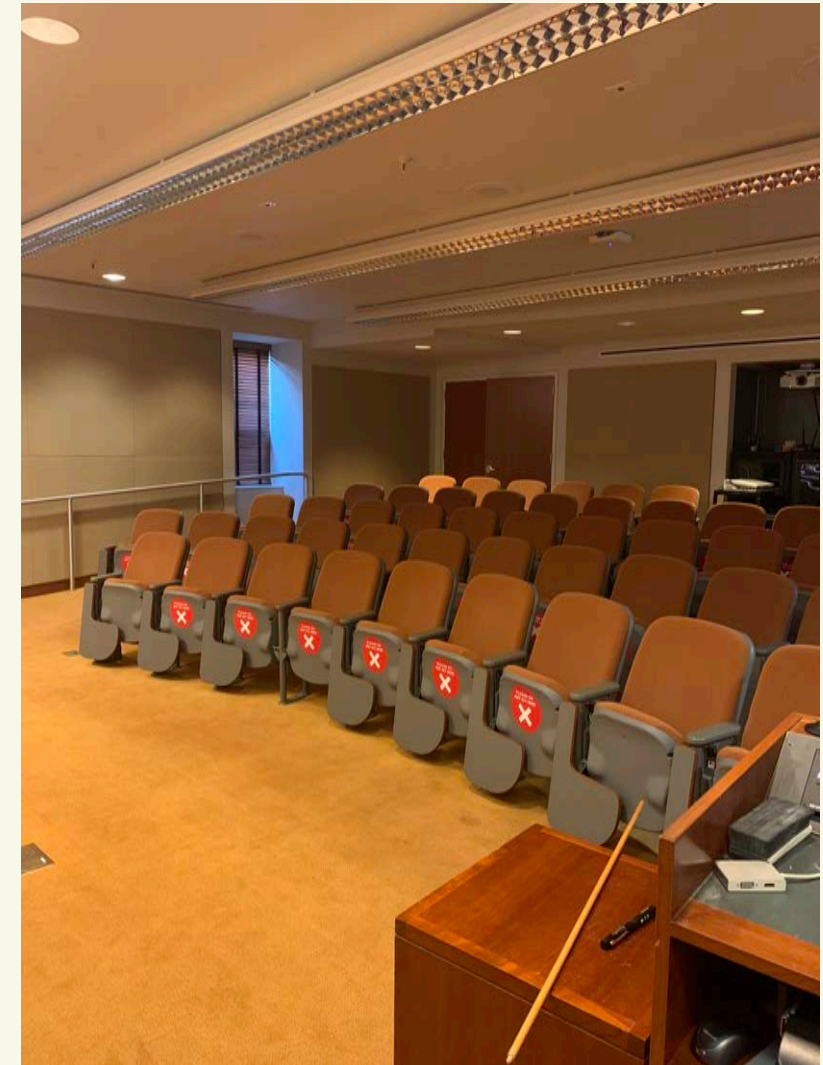
Bloomberg Hall — Outside of Physics Library

- *Limited to 3 people, including 1 at the blackboard (yellow line)*
- *Seating configuration depicted on right:*



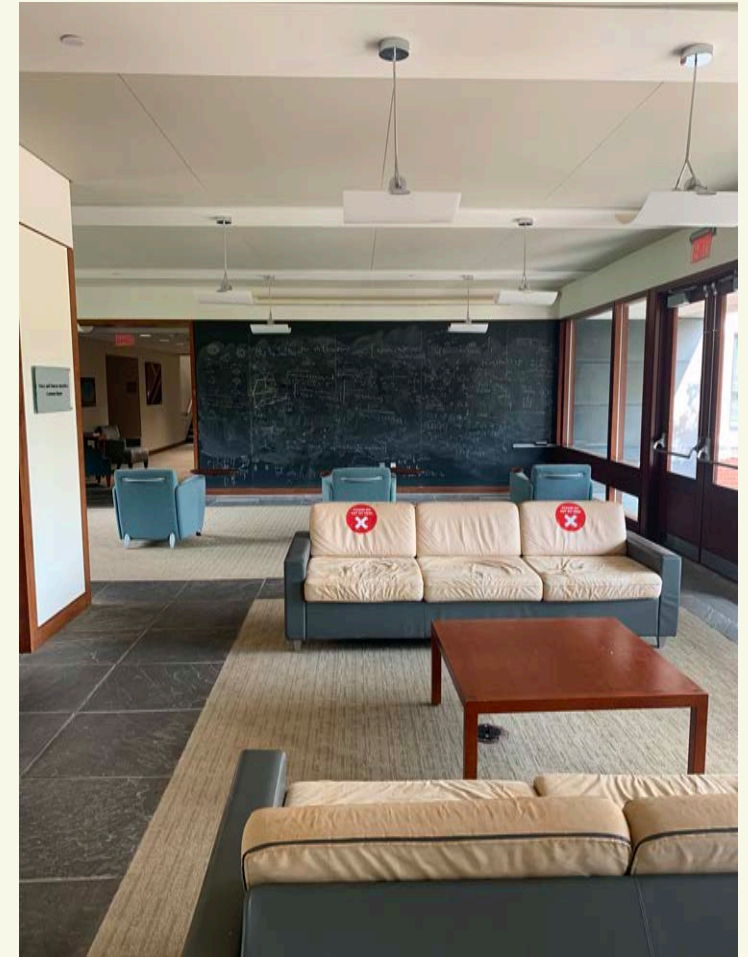
Bloomberg Hall — Lecture Hall

- Room is limited to 11, including 1 at blackboard/lectern (yellow line)
- AV — Built in to podium
- Seating configuration depicted on right:



Bloomberg Hall — Nancy & Duncan MacMillan Common Room

- *Room limited to 3 people on the left side w/individual chairs and 1 person at the blackboard*
- *Right hand side with tables limited to 3 people with 1 person at the blackboard*
- *No audio visual capabilities in this space*
- *Seating configurations depicted on right:*



Bloomberg Hall — Systems Biology Conference Room

- *Room is limited to 7 people*
- *Seating configuration is depicted below:*



Bloomberg Hall — Systems Biology Patio

- *Patio is limited to 7 people*
- *No AV available*
- *Seating configuration is depicted on right:*



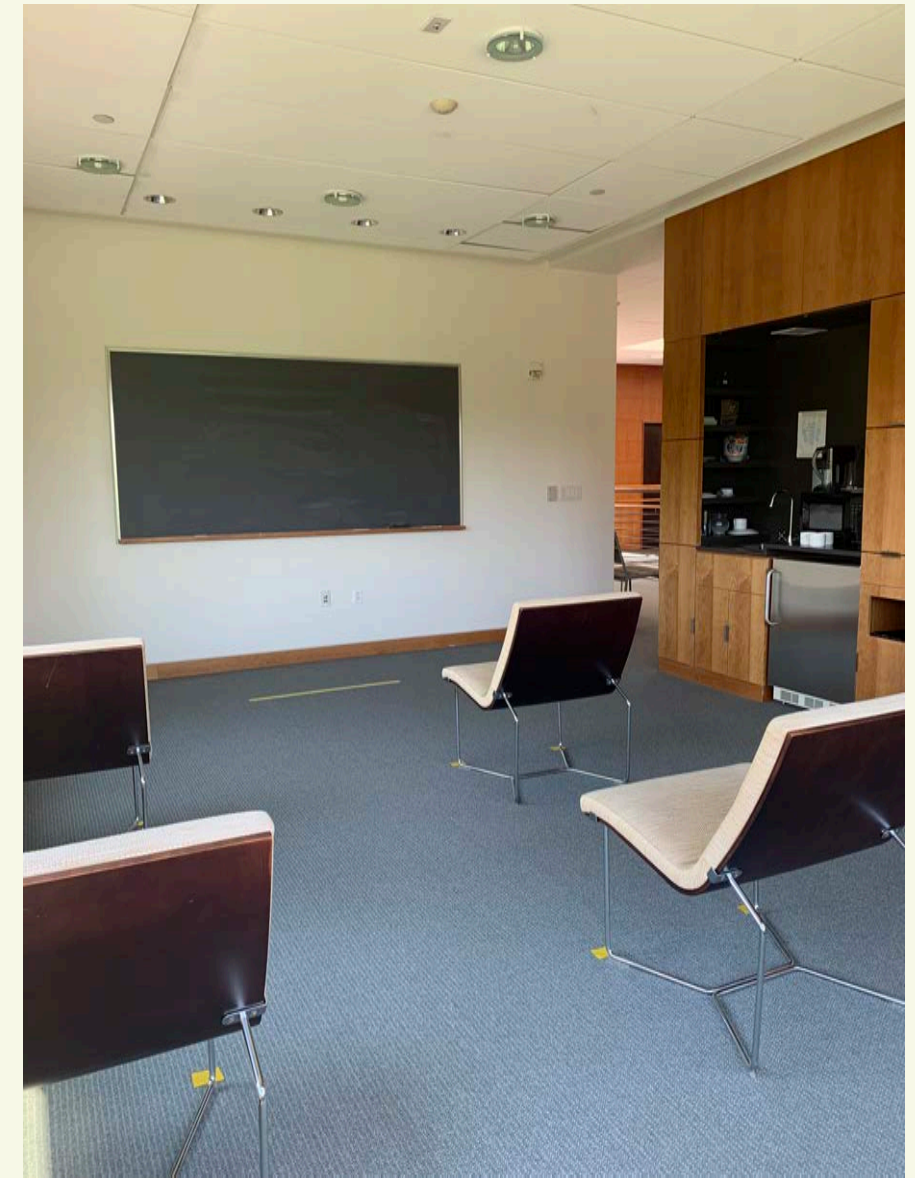
Bloomberg Hall — Systems Biology Common Reading Area

- *Room is limited to 4 people, including 1 person at the blackboard (yellow line)*
- *No audio visual support is present in this space*
- *Seating configuration is depicted on right:*



Bloomberg Hall — Systems Biology Sarah & Martin Leibowitz Room

- *Room is limited to 8 people, incl 1 person at the blackboard (yellow line)*
- *Seating configuration is depicted below and on right:*



Fuld Hall — Common Room

- *Room is limited to 16 people if seated on the chairs and couches while physically distanced*
- *No AV support in this space*
- *Use this space for informal conversations while socially distanced*
- *Examples of possible seating configurations are depicted on right:*



Fuld Hall — Room 307

- *Room is limited to 4 people on chairs provided*
- *Seating configuration is depicted below:*



Fuld Hall — 3rd Floor Lounge & Meeting Room

- *Room is limited to 3 people on chairs provided*
- *Physical distancing required in the kitchen area*
- *Seating configuration is depicted on right:*



Fuld Hall — 4th Floor Lounge Meeting Room

- *Room is limited to 3 people on chairs provided*
- *No AV support in this space*
- *Seating configuration is depicted on right:*



MOS — Conference Room 107

- *Room is limited to 3 people; 2 seated and 1 at the blackboard*
- *No AV supported in this room*
- *Seating configuration depicted on right:*



Shelby White & Leon Levy Archives — White-Levy Room

- *Room is limited to 13 people (including one presenter at the head of the table) at the table and only those chairs marked along the wall in certain locations*
- *AV supported by setup originally in the space, instructions are on the end console*
- *Seating configuration is depicted below:*



Simons Hall — Dilworth Room

- *Room is limited to 20 people seated and one presenter at the front of the room*
- *No eating in this space*
- *AV - Currently being installed – full audio & visual support will be available*
- *Seating configuration depicted on right:*



Simons Hall — Main Dining Room

- *Room is limited to 30 people seated at tables in a rectangular shape*
- *AV — Currently being installed – full audio & visual support will be available*
- *Seating configuration depicted on right:*



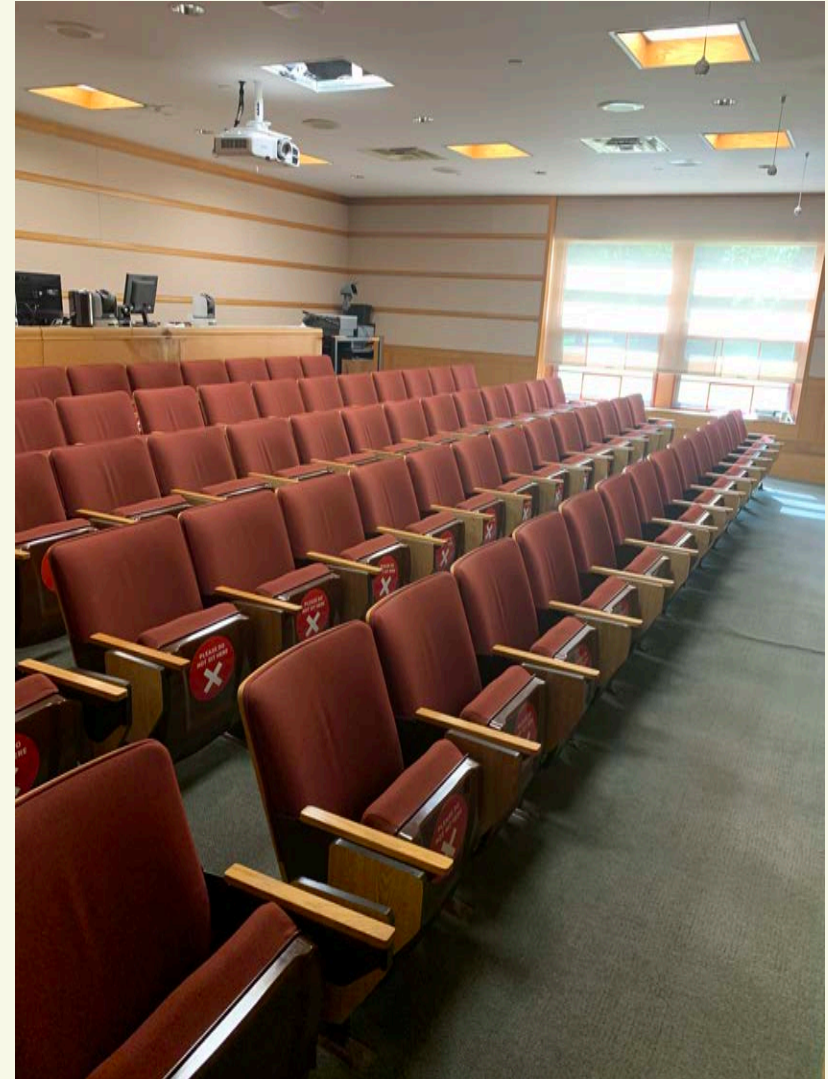
Simons Hall — Harry's Bar

- *Room is limited to 13 people seated at individual tables only*
- *No AV support*
- *Seating configuration depicted below:*



Simonyi Hall — Seminar Room 101

- *Room is limited to 11 people, incl 1 on stage/lectern and 1 AV support*
- *Seating configuration is depicted on right:*



Simonyi Hall — Common Room 201

- *Room is limited to 3 people at the table and 3 people on the couch and chairs*
- *Individuals should not enter room for access to the coffee station if a meeting is underway*
- *AV set up supported by TV stand setup originally in the space, instructions are on the console*
- *Seating configurations depicted on right:*



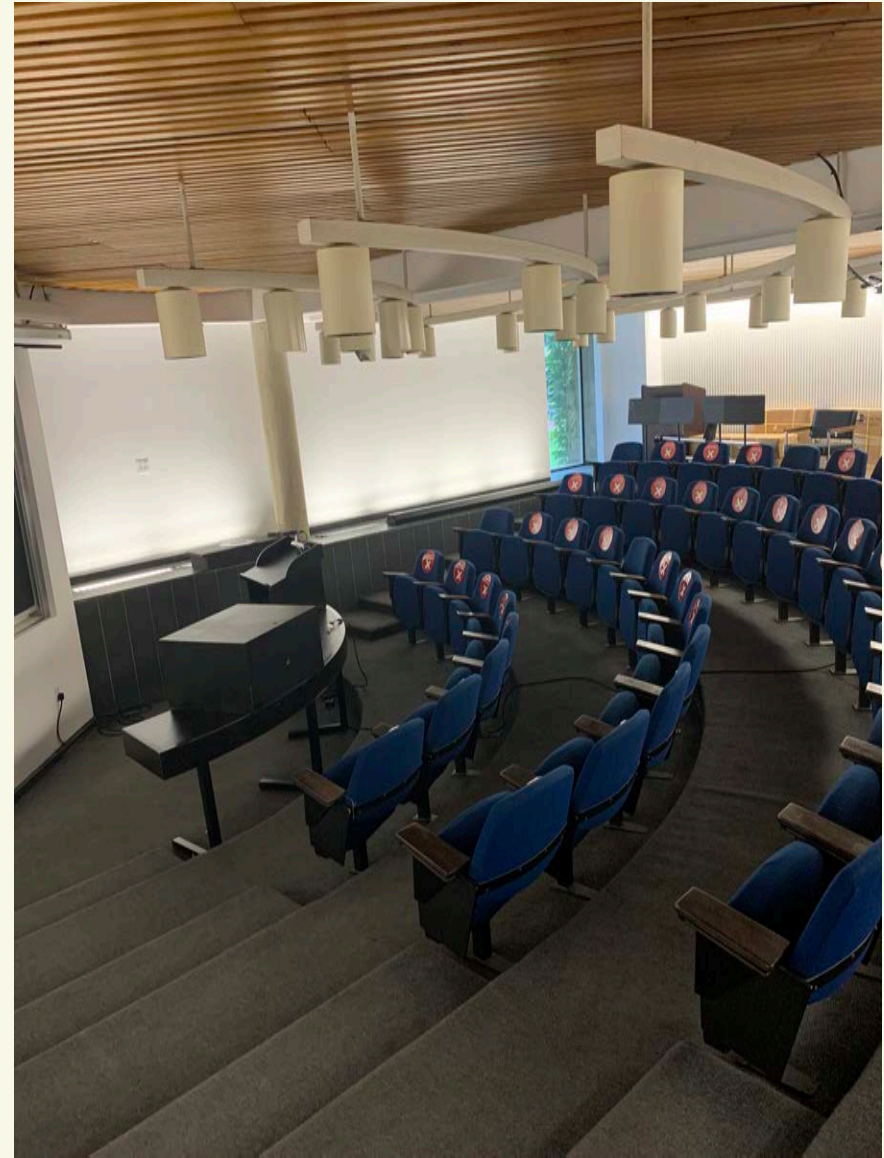
Simonyi Hall — Leibowitz Classroom 114

- *Max occupancy is 5 – one person per desk, one at the blackboard (yellow line)*
- *No AV in this space*
- *Seating configuration is depicted below:*



West Building — Lecture Hall

- *Room is limited to 11 people seated and 1 lecturer*
- *AV set up built into the room, instructions are on the console*
- *Seating configuration depicted on right – only chairs without do not sit here can be used*



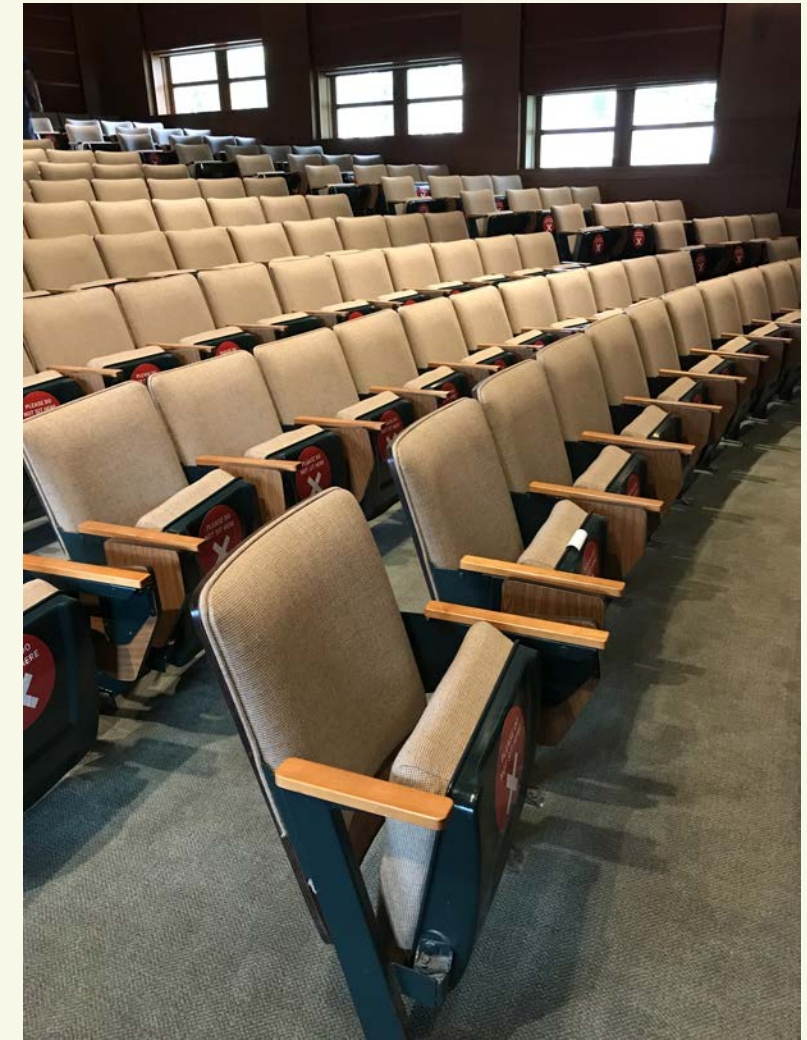
West Building — Seminar Room

- *Room is limited to 6 people including 1 presenter at the head of the table*
- *AV — set up already in space*
- *Seating configuration depicted on right:*



Wolfensohn Hall

- Room is limited to 43 (including 6 handicapped seats) seated in the main audience
- Stage will hold 4 people if properly distanced on chairs provided or could be limited to one speaker
- No standing allowed in back of theatre
- AV support provided by ITG from recording booth
- Seating configuration depicted on right:



Outside Blackboards

- *Blackboards, permanent and temporary, will be found across campus*
- *Chairs should not to be moved from their general location by blackboards*



Restrooms

- *Plastic dividers installed between sinks*
- *Maximum occupancy noted on doors if multiple occupancy*



Birch Garden

- *Outdoor collaborations and eating, no reservations required*
- *Tables and chairs not to be moved from their general location*
- *Table/seating configurations are depicted below:*





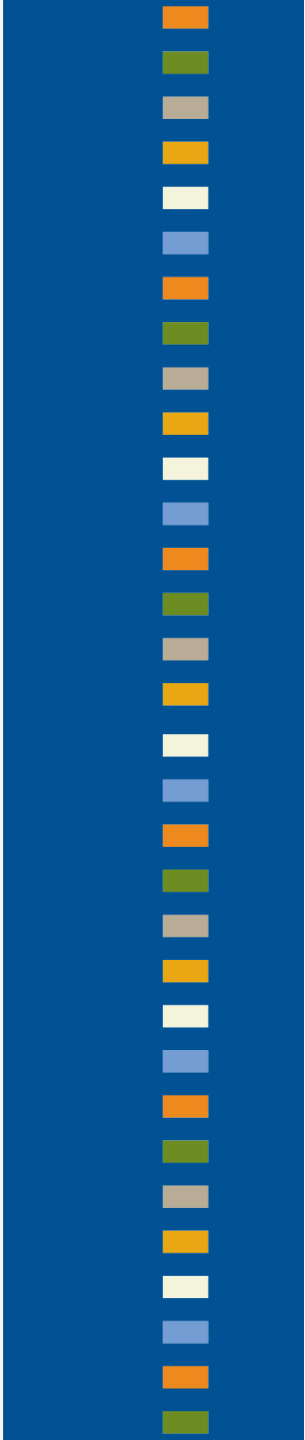
Frequently Asked Questions

What are the rules around the usage of restrooms?

Every restroom will be modified for proper physical distancing (i.e. physical barriers will be installed if appropriate). Maximum occupancy is posted on each restroom door (except if single occupancy) – generally determined by the number of sinks. Please do not enter a restroom if all sinks are in use, wait until someone exits before entering. Restrooms will be cleaned regularly in accordance with CDC and Department of Health Guidelines, using approved cleaning products.

How often will common spaces be cleaned?

We are taking every precaution 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 daily cleaning of common spaces, health screenings and physical distancing practices to keep our campus healthy.



Frequently Asked Questions *continued*

What are the rules for using the Laundry Room?

Occupancy of the laundry room is limited – please follow guidelines posted on the door.

Cleaning products are available to wipe down the machines and control panels before and after each use

Please wait outside for your clothes to finish if possible to reduce the occupancy of the room

Is the gym available for use?

Currently the gym is not available. We will communicate with the community when we can safely reopen it in accordance with the state and department of health guidelines.



Frequently Asked Questions *continued*

What are the rules regarding library usage?

Each of our two libraries have their own rules according to the size and set up of their spaces. Please refer to the “Return to Campus – Libraries Guide” for more details.