Working at Yale SOM

Current Status

As of June 1, 2020, the University entered Research Reactivation Phase 1 and implemented new, stringent guidelines that all members of the community must follow while on campus. Phase 2 began on July 20, and Phase 3 on August 24. Yale is now welcoming graduate and professional school students and a portion of undergraduates back to campus for the fall semester. SOM’s hybrid model of classroom instruction, with simultaneous engagement of students in Evans and online, achieves substantial reduction in population density in the building while maintaining roughly the same class and cohort / learning team structure as before. Many staff and faculty have been approved to work from campus again in order to support program delivery this fall. If you are not one of those individuals, please follow the one-time visit guidance below if you need to come on campus.

One-time visits to campus

Yale SOM employees may need to make short, one-time visits to campus to retrieve belongings from workstations or offices, or perform limited duties on campus.

1. Department leadership / managers must be notified and pre-approve the visit.

2. SOM visits will need to be scheduled 1-2 business days in advance by submitting a request to SOMfacilities@yale.edu.
   a. Please include name, Net ID, requested date/time of visit, building and office location of visit, purpose of visit.
   b. The requests are logged into a master access log.
   c. Yale Security is notified of scheduled building visits.
   d. The building occupancy is monitored based on all submitted requests to maintain guideline limits and prevent crowding at any one time.
   e. You will receive an email confirming that you are approved to return to campus for a one-time visit.
   f. The email will also confirm the date / time of the visit and any special instructions.

3. Complete the COVID-19: Yale Return to Campus training - http://workday.preview.yale.edu/ReturnToWork/ - and certify completion via TMS at the link provided at the end of the video. You’ll need VPN for the TMS certification. You need only do this one time, not before each visit.

4. The following instructions will apply to each of your visits:
   a. Daily Self-Monitoring: Confirm and monitor your symptoms daily by visiting https://dailyhealthcheck.yale.edu/. You’ll need VPN to access this page. On the right there is a link to a web form to submit daily.
      i. Stay Off Campus or Leave Campus if Ill: Yale requires individuals experiencing symptoms to stay remote and follow the advice of their health care provider. Contact the Campus COVID Resource Line - 203-432-6604 (toll-free at 866-924-9253), available 8 am–5 pm, 7 days a week; https://yalehealth.yale.edu/
   b. Wear Face Masks. Yale requires everyone to wear a mask or face covering in any Yale space in which others may be present, and anywhere outdoors on campus.
      i. Please make sure you bring your Yale ID - your Yale ID must be visible since you will be wearing a mask.
   c. Maintaining Physical Distance. Face masks are not a substitute for physical distancing. You must still practice physical distancing by keeping six feet between yourself and others whenever possible. Avoid congregating.
   d. Building Entry. Please enter the building alone – spouses, partners, friends, etc. are not permitted inside the building. Staff can enter Evans through the loading dock doors if on foot or through the garage door nearest the IT help desk. Other buildings should be accessed as usual. Proceed directly to your workstation / office to retrieve your supplies (or other specifically-approved location) and nowhere else on campus or within the building.
   e. Personal Hygiene. Frequently wash hands for 20 seconds and use sanitizing stations. Avoid touching shared public objects as much as possible.
   f. Follow Signage. Follow directional signage throughout the building and utilize stairwells instead of elevators, if possible.
   g. Leave no trace. If you visit your desk / office and have trash, please place your bin outside your office doors or suite doors. Wipe down any common touch-points, when possible. Custodians will not be entering offices and suites routinely like in the past. If you require additional cleanup, please submit an office cleaning request to SOMfacilities@yale.edu for service.

Guidelines and procedures may evolve as we learn more.

If you have been approved to return to campus officially and are only performing what you consider a quick or 1-time visit you must still confirm and monitor your symptoms daily before coming on campus by visiting https://dailyhealthcheck.yale.edu/. You’ll need VPN to access this page. On the right there is a link to a web form to submit daily.

On campus protocols

Every campus building needs to be systematically readied for occupancy before anyone can work in them. Information on building changes and safety protocols have been added to the Fall 2020: Returning to Yale site. Please review it for currently available information and submit an FAQ as needed.

Community Contacts
Are you a student? Please send questions to: som.aasl@yale.edu
Are you a faculty or staff member? Please send questions to: somhr@yale.edu
Are you an alumnus? Please send questions to: yalesomalumni@yale.edu
Are you a recruiter? Please send questions to: som.recruiting@yale.edu