Evans Hall Policies & Procedures

The mission of the Yale School of Management is to educate leaders for business and society. This pandemic is challenging every one of us to display leadership in committing to practices that will help protect our society from this virus.

The risk of transmission is highest when people are in close proximity with an infected person in an enclosed space for an extended period of time. To manage this risk, limit exposure to these conditions, keep your mask on, use your sleeve to cover coughs and sneezes, wash your hands often, and don’t touch your face. Perform your daily health checks and if you feel sick, stay home.

The School of Management has reopened its buildings to students, faculty, and staff in accordance with Reopen Connecticut’s sector rules for offices. The University has developed plans in accordance with the State’s Phase 2 rules, and following are the details as they affect the School. Policies and procedures may change as we receive new guidelines and information from university and state officials. If you have questions, email SOMsafety@yale.edu. If you need additional supplies, please email SOMfacilities@yale.edu.

Quick Facts @ Evans Hall

- All events inside of Evans Hall or on its grounds will be devoted exclusively to the academic program.
- No one may eat in class, or in classrooms between sessions. If you need to eat while on campus, utilize outdoor areas as much as possible while maintaining social distance. If you must eat indoors, utilize the Student Commons, SOM’s designated indoor eating space. Occasionally removing one’s mask to drink is allowed in non-designated areas, including classrooms. Maintain social distance and replace your mask immediately after each sip or after finishing your meal.
- Access to Evans Hall will be limited to approved members of the SOM Community. Each individual must utilize the ID scanner with each entry into the building for contact tracing purposes. If anyone’s badge beeps red they will not be granted entrance; there may be a health hold, or the individual may be trying to enter on an unapproved day. To respect occupancy limits SOM can only allow individuals access on approved days.
- The building closes at 6:45 pm daily unless a student has an evening class that runs past that time.

Administration & Staffing

Self-certification

Yale has self-certified to reopen as required by the Connecticut Department of Economic & Community Development.

Occupancy Limits

The occupancy limit for any space per Yale guidelines is the smallest of the following:

- 50% of normal seating capacity
- Seating capacity while maintaining 6-foot/2-meter distancing
- 100 occupants for outdoor gatherings

Staffing and Meetings

Offices may reopen in accordance with the occupancy limits above; employees are encouraged to continue to work from home where possible, especially if vulnerable. Managers will determine for their work units who may return to work on-site and who should continue to work at home, and how schedules should be adjusted to stagger shifts and breaks.

Meetings should utilize online video-conference technology whenever possible. If in-person meetings cannot be avoided, keep them short and maintain 6-foot/2-meter distances.

Training

All Yale personnel are required to complete Yale’s online training program before returning to campus. The program provides information about the virus, how to protect from catching and spreading it, and additional information about Yale’s response to the pandemic.

Signage

Signs are posted at entries and throughout the workplace to inform and guide occupants in practices to minimize exposure to the virus.

Restricted & Available Amenities

In order to reduce unnecessary exposure certain building amenities have been temporarily closed, including Bloomberg terminals (instructions for Bloomberg remote access), Breakout Rooms, Charley’s Place, Fit For Thought, the student lounge, and the student locker room and changing rooms. Zhang Auditorium will remain closed unless the demand for independent study space during approved on campus windows increases.
The Ross Library, Kenney Reading Room, and Student Commons remain open for independent study before and between classes (and after, only if required) subject to occupancy limits. The lactation room remains available, but mask use is required within despite being alone. Students may use the couches in shared spaces while on campus. You need to observe social distancing and have a mask on at all times.

Printers throughout the building will be available to students. Papercut printers have been programmed to release print jobs simply by presenting your ID card at the reader; touching the screen is not required. Restocking paper within the printers must be done by the individuals using the machines.

Mail is being delivered weeknights between 5:00 and 6:00 p.m.

**Travel**

Travel is discouraged and self-quarantine is often required upon return. Please refer to Travel Guidance on Yale’s COVID-19 information page.

**Visitors**

The presence of visitors and service providers is discouraged. Access to Evans Hall and SOM’s campus will be limited to approved members of the SOM Community. Yale prohibits short-term visitors this fall term. More details on Yale’s policies can be found, here: https://covid19.yale.edu/

**Contractors and Vendors**

Those outside service providers who are required to do work on any part of the Yale campus must comply with the Yale Site Access Requirements and the Yale COVID-19 Guidelines for contractors. Refer to the Office of Facilities COVID-19 Resources page for further information.

**Deliveries**

Shipping and deliveries must be completed in designated areas. Direct all deliveries to the Evans Hall loading dock.

**Scheduling Space and Resources at Evans**

University guidance currently discourages in-person events and meetings, and EMS will remain closed until this guidance changes. For questions, or to request an exception, please email SOMevents@yale.edu.

**Personal Protective Equipment (PPE)**

**Masks**

The University will provide a set of reusable fabric masks that users will be responsible for using correctly and cleaning. You can use your own mask if it conforms with Yale guidelines, but masks with one-way valves are not permitted. Masks must be worn when moving around the building and when working in a shared office. Masks must also be worn in spaces such as elevators and rest rooms even if you are alone in the space, because someone else may enter the space soon after you leave. Masks may be removed only when you are alone in a private office or in a cubicle with walls. Masks are required when attending outdoor events.

Because mask use obscures your features, you should wear your Yale ID in a visible pouch while you are on campus.

**Additional PPE**

The School has additional PPE, such as disposable gloves and face shields, for those who need them. Please email SOMfacilities@yale.edu.

**Distancing**

**Seating and Circulation Arrangements**

We are maintaining 6 feet/2 meters between seats and staggering seats so people do not sit opposite each other. Workspaces, classrooms, and meeting rooms have been marked to indicate seating locations that conform to the 6-foot/2-meter distancing rule. Stay at marked locations so as to limit contact with others.

Heed directional signs at corridors and stairs. Keep right in two-way corridors and stairs.

**Barriers**

Clear plastic barriers have been provided in certain locations where staff must interact with others. Visitors to those locations should position themselves so that the barriers provide the intended protection. Barriers do not replace the need to wear a mask and maintain social distance.

**Queuing**

Floor markers have been installed for food service and elevators (see below). Remain on the floor marking spots when you are in line.
Elevators

Floor markers have been placed at waiting areas for elevators and in elevator cars. Use stairs if you can. When using elevators, don't touch buttons with your fingers, keep your mask on even when alone, and stay on a marked spot.

Rest Rooms

 Capacities of multiple-occupant rest rooms have been reduced. Keep your mask on even if you are alone in the room. Hand dryers have been disabled to reduce potential virus transmission. Arm pulls have been added so you don’t have to touch the door handle with your hand.

Hygiene

Cleaning products

Sanitizer dispensers have been provided at building entries and on the concourses, as well as at suite entries. SOM Facilities has individual containers of sanitizer for use at your desk. Disinfecting products are also available but continue to be a challenge to obtain, so please use them strategically.

Sanitation

Custodial crews were on-site during the shutdown performing deep cleaning. Yale Facilities has new cleaning schedules for public spaces, rest rooms, circulation, and classrooms.

SOM Facilities provides cleaning products for work groups. You must keep your work space clean. Disinfect commonly-touched items such as door handles, light switches, keyboards, telephones, desktops, drawer pulls, etc.

If you leave your work space, wash your hands with soap for 20 seconds before returning.

Shared Equipment

Use objects such as pencils with erasers to operate touch screens and push buttons. Clean all touch surfaces before and after you touch them. Wipes are located in areas with shared equipment.

Printers throughout the building will be available to students. Papercut printers have been programmed to release print jobs simply by presenting your ID card at the reader; touching the screen is not required. Restocking paper within the printers must be done by the individuals using the machines.

Door Handles

Hands-free adapters have been installed on all rest room door handles and at other high-traffic locations. Use forearms to operate door handles where adapters have been installed.

Drinking Fountains

Water fountains have been shut off, but touchless bottle filling stations are still operational. You will need a water bottle or cup to get water from the filling station.

Building Systems

Ventilation

Air handling units have been programmed with a flush mode that starts the units two hours before scheduled building occupancy and keeps them running for two hours after occupancy ends.

Yale Facilities has disabled all demand-controlled ventilation programs (these are energy-saving functions that reduce fresh air levels as CO2 readings in the return air stream indicate that rooms have reduced occupancy or are empty). As a result, all air handling units are running at their maximum fresh air volume. Note that this does allow for some re-circulation, which varies from unit to unit.

The ventilation systems in Evans Hall are designed to accommodate over 4,000 occupants. With systems running at maximum fresh air volumes and reduced occupancy, the amount of fresh air brought into Evans Hall for ventilation on a per-person basis greatly exceeds code requirements.

Filtration

The filters for recirculated air have been upgraded to classifications that are the highest level filters used outside of medical, radiological, and clean room applications.

Dining

Entry & Exit
One-way traffic patterns have been established in food service areas. Please heed all directional signage.

**Social Distancing Markers**

Floor markers have been placed at waiting lines. When waiting in line, stay on a marked spot.

**Table Spacing**

Table placement has been measured and marked to maintain required 6-foot/2-meter distancing. Do not move tables from their marked locations.

**Barriers**

Clear plastic barriers have been provided at larger tables to allow multiple diners to sit together with protection in place. When seated, make sure your chair is at least 6 feet/2 meters away from any other chair; otherwise, keep a barrier between yourself and adjacent diners.

**Monitoring & Reporting**

**Monitoring**

Stay home and away from other people if you feel sick; consult your primary-care provider or call the Campus COVID Resource line (203-432-6604). Please refer to Yale’s COVID-19 Health and Safety Guidelines web page for the University’s current requirements for monitoring, testing, contact tracing, and steps to take in case you become ill.

**Reporting**

If you see violations of these rules, email SOMsafety@yale.edu or call SOM Facilities at 203-432-6000, the Yale COVID line at 877-360-9253, or the state hotline at 211. Yale also has a website for online reporting.

**FFCRA Notice**

Posters have been placed in selected locations as required by the Families First Coronavirus Response Act

**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