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.

University officials are closely monitoring the health and safety guidelines recommended by the CDC and the state. The situation is very fluid and university policies and procedures will evolve in response to new information. SOM will evolve its policies and procedures in response to new university guidelines.

If you have questions, or need additional supplies, please email SOMfacilities@yale.edu.

Quick Facts @ Evans Hall

- **ID**: Make sure you carry your ID with you at all times. All buildings are red lit and will be for the foreseeable future. We ask that individuals not hold doors for each other without ensuring we each badge into every building. Because mask use obscures your features, you should wear your Yale ID in a visible pouch while you are using a mask on campus.
- **Masks**: Health and safety precautions individuals must follow are based on your vaccination status, and may evolve. Check the Mask Guidance page for current guidelines. Even if the prevailing guidance does not require you to wear a mask, we recommend you have one on hand in case individuals with whom you interact ask you to wear one and you honor their preference.
- **Food**: No one may eat in classrooms at any time. Drinking beverages or eating personal snacks or meals in the other places where you used to drink or eat is allowed. Charley’s Place dining room, McNay Café, the outdoor courtyard patio and Student Commons are all set with dining tables which can be used by the entire SOM community. Grab-n-Go self-serve options (sandwiches and salads) will be available in McNay Café beginning Monday, August 2nd. McNay Café will return to regular hours starting August 16th, M-F, 8:00am – 5:00pm. We are expecting the re-opening of Charley’s Place on August 23rd with regular hours M-F, 11:00am - 1:30pm.
- **Hours**: Exterior doors are red-lit 24/7. Card access to Evans Hall is not restricted for members of the SOM community. Other Yale IDs allow access to Evans Hall Monday through Friday from 8:30 a.m. to 5:00 p.m.

Administration & Staffing

**Signage**

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

**Contractors and Vendors**

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**

Please email SOMevents@yale.edu.

**Personal Protective Equipment (PPE)**

**Additional PPE**

The School has additional PPE for those who need them. Please email SOMfacilities@yale.edu.

**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.

**Sanitation**

Yale Facilities has a reopening plan 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**

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.

**Door Handles**

Hands-free adapters have been installed on all rest room door handles. Use forearms to operate door handles where adapters have been installed.

**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 CO\(_2\) 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 occupancy well below the design capacity, the amount of fresh air brought into Evans Hall for ventilation on a per-person basis greatly exceeds code requirements.

**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](https://www.yale.edu/coronavirus/covid19) web page for the University’s current requirements for monitoring, testing, contact tracing, and steps to take in case you become ill.

The State of Connecticut has developed a voluntary, anonymous, exposure-notification smartphone app. You will get an alert if you were in close contact with someone who tests positive for COVID-19. If you want more information or to download the app, please visit [https://portal.ct.gov/coronavirus/covidalertCT/homepage](https://portal.ct.gov/coronavirus/covidalertCT/homepage).

**Reporting**

If you see violations of these rules, email [SOMfacilities@yale.edu](mailto:SOMfacilities@yale.edu), or call SOM Facilities at 203-432-6000. You can also call the Yale hotline at 877-360-9253, or the state hotline at 211. Yale also has a [website for online reporting](https://www.yale.edu/coronavirus).

**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