Working at Yale SOM

Current Status

**Getting Set-Up:** Many of us will be able to get ourselves functioning alone, but if you need help, support services will be available. Email SOM Facilities or SOM IT if needed. Facilities will have extra cleaning supplies on hand, just email SOM Facilities. Take some time to read the SOM Technology Support and Best Practices.

**ID's:** 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.

Virtual Meetings

When you are scheduled to attend a virtual meeting, we encourage doing so at your desk. The use of headphones in open-plan areas is recommended.

Conference room space is limited and should only be booked if the meeting is confidential or requires you to present and you sit in an open-plan area. Room requests can be submitted through EMS. After signing in, click Book Now under the Evans – Conference Rooms option.

Other questions about reserving space for meetings can be sent to somevents@yale.edu

Visitors to Campus

The university has updated the visitor’s policy to identify different processes and forms for short or long term visitors. The policy does not signal a return to normal. Visitors must be approved; comply with federal, state, local and university guidelines; and be available to assist with contact tracing, when necessary. Visitors with a curricular impact will be given highest priority. For faculty and staff interested in hosting a visitor:

- Visit the visitor’s policy to determine if the guest is a short or long term visitor. Collect the appropriate visitor’s attestations form as outlined on this page.
- There are no exceptions to a host and visitor being fully vaccinated.
- The host is responsible for complying with all the University Host Responsibilities including securing and keeping on file the visitor attestation form, as well as sharing the Visitor Responsibilities and ensuring the visitor complies with all health and safety guidelines.
- Email forms to Bridget Gillich and Pete Koerner as HSLs, copying SOM Facilities, 7-10 days before the requested visit date. HSLs will confirm that the event meets current guidelines and the host is confirmed as fully vaccinated in Yale's system.
- SOM Facilities will alert security to the visit, but hosts should plan to greet individuals at the front doors.

Events, Gatherings and Meetings

The university has provided an early preview of what they expect the event policy to be effective September 20, 2021. Note that visitors will not be allowed at events. You will still have to work through regular channels to plan all events and HSLs will be looped in for guidance on anything that doesn’t easily comply with these parameters.

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