

**Phase 2 and Phase 3 Research Reactivation Safety Plan for:**  
**28 Hillhouse, 30 Hillhouse, 27 Hillhouse, and 37 Hillhouse**  
**(Department of Economics, Cowles Foundation,**  
**Economic Growth Center, and Tobin Center for Economic Policy)**

**Revised on November 19, 2020**

## **1 Introduction**

In Phases 2 and 3 of Yale’s Research Reactivation, access to campus is permitted for faculty, postdoctoral associates (or “post-docs”), graduate students, postgraduate associates (or “pre-docs”), and facilities personnel, regardless of whether their campus space is necessary for their academic and research programs. Those who are eligible to return to campus should have received notification from the Faculty of Arts and Sciences Dean’s Office on the morning of July 10; if you have not received notice of such eligibility, please contact the Dean of Social Science, Alan Gerber (alan.gerber@yale.edu). While campus access is allowed, working from home is strongly encouraged as it continues to be the most effective method to decrease viral spread. Departmental staff will not be returning to campus during Phases 2 and 3.

This document describes general safety requirements as well as building-specific safety requirements for those whose primary workspace is located in 28 Hillhouse, 30 Hillhouse, 27 Hillhouse, or 37 Hillhouse. It was prepared by the Department’s Safety Committee, consisting of Tony Smith (as chair), Dorothy Ovelar, Sue Maher, Marina Halac, Rohini Pande, Dave Cowell, and Rebecca Toseland, in consultation with Eileen Kopjanski (Facilities Superintendent), and approved by Dean Gerber, in consultation with [Yale Environmental Health and Safety](#).

Phase 2 and Phase 3 Research Reactivation provides access to offices and work areas. Any research involving in-person human subjects and field research must still be approved before resuming or starting such research. Details about approval for such research are [here](#).

The Department’s Safety Officer is Tony Smith. His role is to serve as a conduit for any concerns about safety, including failure to adhere to the requirements laid out in this document; please direct any such concerns to him at tony.smith@yale.edu. You are welcome, too, to contact Dean Gerber if you are concerned about departmental practices. Anyone can make anonymous or identified reports of violations through the Yale University Hotline: 877-360-YALE.

## **2 General Requirements**

Every building houses a human community. The purpose of the principles, rules, and requirements outlined here is to reduce the transmission of the virus for every individual who accesses these spaces. Maintaining public health requires that every individual commit to them in order to serve the social good. Building access will be prohibited for individuals who are unable to meet this standard.

The rest of this section lists the principles, rules, and requirements to which every individual returning

to campus must adhere.

1. Every individual approved to return to campus must complete a 25-minute online training on Yale COVID-19 safety protocols prior to returning to campus. Individuals can access this training [here](#).
2. Every individual who comes to campus must conduct a Daily Health Check and stay at home and contact their health provider if experiencing symptoms of COVID-19. You can read [here](#) about how to complete the Daily Health Check.
3. Face masks will be worn at all times inside the buildings, including during entry and exit and in all common spaces, shared office spaces, and public areas. Face masks must cover both the nose and the mouth at all times. Face masks may be removed in individual, solely-occupied offices whose doors should be closed at all times.
4. “Welcome back” packages including face masks, hand sanitizer, and wipes will be made available in the foyer/mail area of each of the buildings. Alternatively, individuals may order these packages at this YPPS [website](#) (the lead administrator is Dorothy Ovelar and her NetID is dao5). Individuals can also, of course, use their own face masks, disinfectant, and wipes.
5. Individuals will practice six-foot physical distancing at all times when on campus.
6. Do not meet in groups without wearing face masks and maintaining a distance of at least six feet between participants.
7. Building use hours for faculty and students are restricted in Phases 2 and 3 to 7AM to 7:30PM (Monday to Sunday) in order to provide defined times for facilities personnel to access these buildings. Students who have not been assigned offices are not permitted to enter any of the buildings unless they have been granted access to attend an in-person class.
8. Follow posted signage on restrooms regarding occupancy and usage. If there is no signage, the bathroom is restricted to one occupant at a time.

### **3 Building-Specific Instructions**

Overall occupancy in each of the four buildings during Phases 2 and 3 will be limited to 50% of normal capacity at any one time. In addition, classrooms and common areas will have a maximum occupancy equal to 50% of normal capacity, unless it is not possible to maintain six-foot physical distancing at that maximum occupancy, in which case the maximum occupancy will be reduced accordingly. During the winter months (starting on November 20, 2020), all shared office spaces will have a maximum occupancy of one person. There will be a sign posted at the door of each space or room listing its maximum occupancy. When occupying a shared office space, please open the windows in order to provide adequate ventilation (and be sure to close the windows upon departure).

In order to ensure that the occupancy of shared office spaces does not exceed their maximum occupancy, occupants of shared office spaces will be required, before using them, to schedule their time in the

shared space using an online scheduling tool. The details of this scheduling tool will be provided to the occupants of shared office spaces shortly after July 20. Anyone using a shared desk must wipe it down thoroughly before and after using it. Windows in shared spaces should be left open, if possible, during working hours to allow for air circulation.

Occupants of singly-occupied offices may host one visitor at a time provided that the office has at least 300 square feet of floor space.

The overall occupancy rate in each building will be monitored using the keycard entry system. On the assumption that many building occupants will continue to work from home, as is strongly encouraged, the expectation is that the overall occupancy rate in each building will not exceed the limit of 50%. Should occupancy rates start to exceed this limit, it may be necessary to use the aforementioned online scheduling tool to limit overall occupancy too. Until such time, should it arise, individuals in solely-occupied offices may use their offices freely.

The maximum occupancy of common spaces and classrooms is listed below. The maximum occupancy of shared office spaces can be found on the online scheduling tool itself. Facilities superintendents have assessed all common spaces and classrooms to ensure that the arrangement of furniture is in accord with social distancing.

1. The Faculty Lounge in 30 Hillhouse will be limited to a maximum occupancy of 6 persons.
2. The Tobin Common Room in 28 Hillhouse will be limited to a maximum occupancy of 7 persons.
3. One person at a time may enter Room B7 in 28 Hillhouse to use the printer.
4. The foyer/lounge leading into the Tobin Common Room in 28 Hillhouse will be limited to a maximum occupancy of 5 persons.
5. The lounge/kitchen on the second floor of 27 Hillhouse will be limited to a maximum occupancy of 1 person.
6. The kitchen on the first floor of 28 Hillhouse will be limited to a maximum occupancy of 1 person.
7. The kitchen on the third floor of 37 Hillhouse will be limited to a maximum occupancy of 1 person.
8. The classrooms in 28 Hillhouse may be used for meetings provided that participants wipe down all surfaces before departing. The maximum occupancy of Room B1 is 3 persons; of Room B8 is 6 persons; of Room 106 is 4 persons; and of Room 108 is 3 persons.

Use of any of the refrigerators, coffee machines, toasters, microwaves, or water coolers in any of the four buildings, including those in shared office spaces, is prohibited. Copiers and printers can be used provided that all surfaces are wiped down thoroughly before and after use. The vending machines in 28 Hillhouse must also be wiped down thoroughly before and after using them.

Garbage cans inside offices will not be emptied during Phases 2 and 3 because cleaning staff face extra burdens during this period. Please put all garbage in the public garbage cans provided on each floor of each building; these will be emptied daily.

Finally, during Phase 2 there was no delivery of snail mail, but during Phase 3 it will be delivered every second Tuesday.