

YALE SCHOOL OF NURSING



YSN BUILDING GUIDELINES

Spring 2021

GUIDING PRINCIPLES

#StopTheSpread

YSN Guiding Principles

- 01** Develop/maintain protocols that protect the health and safety of students, faculty and staff
- 02** Provide students a maximal YSN experience
- 03** Provide a pedagogical approach to meet the unique needs of faculty and students
- 04** To every extent possible, make efforts to encourage student progression toward degree completion

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KEY REMINDERS

To keep our community safe, we need your help. We are looking to all YSN members who use our spaces – faculty, staff, and students – to adhere to safety guidelines set forth by the CDC, the state of Connecticut, and Yale University to prevent the spread of COVID. Up-to-date information and additional information can be found on the [Yale University COVID-19](#) website.

When in our YSN buildings:

- ✓ **Adhere to the Yale Community Compact (students) and Statement of Expectations (faculty & staff)**
- ✓ **Do not come to campus if you have related symptoms**
- ✓ **Wear a mask**
- ✓ **Physically distance**
- ✓ **Clean your hands with soap or sanitizer**

Contact the Campus COVID Resource Line with Questions
203-432-6604

SHARING OUR YSN SPACE

We are very lucky to have space here on West Campus – both interior and outdoor space. However, to keep that space safe we needed to make some adjustments to the layout and usage. Please familiarize yourself with the information below before coming to the YSN building so that our entire community can continue to share the space safely.

Protocols may change frequently as we monitor the status of COVID, best practices, and compliance. We will notify you of any changes.

Building Hours and Access

- ➔ Building 400 (main YSN space)
 - Monday – Thursday: 7:45am – 5:30pm*
 - Friday: 7:45am – 3:00pm
 - Saturday and Sunday: closed
 - * There may be evening hours for on-site simulation classes. Students and faculty in those sessions will be permitted on-site.
 - There may be times in which we alter those hours and will notify the community accordingly.
- ➔ Building 410 – Closed until further notice
- ➔ The building will be locked after hours to allow for appropriate cleaning. Members of the community must vacate the buildings at the above-listed times. West Campus Security will be on-site to enforce building hours.
- ➔ Please check the West Campus [website](#) for the schedule of gate closures. Gates will be accessible by ID when closed.
- ➔ Building entry will be regulated and monitored. Only authorized faculty, staff, and students will have access to the building, and must use the card swipe reader to enter.
- ➔ Building access will be through the front entrance of Building 400 only. All other doors are to be used for exit only with no reentry. Please plan accordingly.
- ➔ Please do not hold the door for anyone else to enter. **All those entering the building must use the card swipe to enter.**
- ➔ Students have access to the Garden Level and 1st floor of Building 400 only, with the exception of bathrooms, which are available to the entire community on all 4 floors (Garden through 3rd).
- ➔ The buildings have been marked with a variety of signage and instructions to help assist you – please observe those instructions.
- ➔ No visitors are allowed. Faculty, staff and students are not permitted to bring guests (including family).
- ➔ Building access will be through the front entrance of Building 400 and 410 only. All other doors are to be used for exit only.
- ➔ All those entering the building must be wearing a mask.

- ➔ Yale ID's must be visible at all times while on campus. Faculty, staff and students should use the lanyards provided.
- ➔ DO NOT enter the building if you are quarantining, isolating, or are experiencing any [symptoms](#).

Occupancy

- ➔ Each area of YSN space follows strict occupancy standards to allow for proper physical distancing and safety.
- ➔ All YSN spaces will be marked with maximum occupancy. The spaces have been set up to adhere to social distancing regulations and therefore the appropriate number of seats. Under no circumstances should you move seats into or out of these spaces. **If you approach a space and there are no available seats, the space is at full capacity and you should not enter.**
- ➔ Yale staff and faculty reserve the right to ask individuals to relocate if occupancy and social distancing protocols are not followed
- ➔ To manage safe occupancy, we are asking only those who truly need to access the building to come to campus.

General Safety Precautions

- ➔ **All faculty, staff, and students must wear a mask inside YSN spaces – even if no one is nearby.** Employees with private office may remove their mask only when alone in their office.
- ➔ Sneeze guards have been placed in designated areas where social distancing may be difficult.
- ➔ Hand sanitizer has been placed strategically throughout the building, including classrooms and public spaces.
- ➔ Cleaning wipes have been made available for high-touch areas.
- ➔ Shared items such as magazines, newspapers, markers, and flyers have been removed.
- ➔ Yale Facilities has established thorough and enhanced cleaning protocols to facilitate the safety of our community.
- ➔ Ventilation throughout our buildings has been assessed for adequacy and Yale Facilities will continue to monitor all ventilation systems for proper functioning.

Classrooms

- ➔ Classrooms in use for in-person teaching are clearly marked and have been set up for proper physical distancing and safety.
- ➔ When classrooms are NOT in use for in-person teaching they are available for student use during the building hours noted on page 3. This is on a first-come, first-served basis only. Classroom reservations will be clearly marked, and students should not be in those spaces during those reserved times unless enrolled in the course.
- ➔ All classroom areas are outfitted with hand sanitizer and wipes.
- ➔ Please observe maximum occupancy signs.
- ➔ If sharing a space for studying or zooming, students are expected to respect those around them. To minimize noise, we encourage students to bring personal headphones.
- ➔ No eating or drinking is permitted in classrooms.

Student Study Areas

- ➔ In addition to designated classrooms, students may use the Hub, the Learning Commons, and individual student rooms around the Hub to study during noted hours.
- ➔ The first floor of Building 400 has additional space for students to study or zoom into classes.
- ➔ Group study is discouraged and can only take place if social distancing guidelines can be followed.
- ➔ Please observe maximum occupancy signs in all study areas.
- ➔ Masks must be worn at all times, including single-use rooms.
- ➔ Student study areas are available on a first-come, first-served basis.

Employee Work Areas

- ➔ Facilities will not enter personal work stations to clean. Employees are responsible for wiping and disinfecting their own areas.
- ➔ Trash and recycling should be emptied into bins located in common areas.

Elevators and Bathrooms

- ➔ Occupancy for all YSN elevators and bathrooms will be clearly marked. Guidelines continue to evolve, so please monitor posted instructions regularly.
- ➔ Bathrooms are available to the entire community on all 4 floors of Building 400 (Garden through 3rd).

YSN Mailroom

- ➔ The YSN Mailroom is closed to the general community. YSN Faculty and Staff will be notified of any business mail or packages received.
- ➔ Faculty, staff and students should plan to use their personal mailing address for all personal postal services. YSN should NOT be used for receiving personal mail or packages.
- ➔ If you have questions about mail or packages, please contact Mary Grund, Manager of Facilities at mary.grund@yale.edu.

Student Lockers

- ➔ At the current time, lockers will not be available for student use, with the exception of a few physically-distanced daily-use lockers outside of the simulation labs in Building 400 (students must use their own lock on these). Any locks left on lockers will be removed. These lockers will be cleaned each evening.

Eating, Drinking, and Pantries

- ➔ For students, the Hub's pantry area will be closed for food storage and preparation. For faculty and staff, the employee pantries will be closed for food storage and preparation.
- ➔ Members of the YSN community should plan to use the YSN-issued lunch bags or a personal and portable food tote of their choice to store food and drinks during the day. Employee pantries will be available only for use of water coolers and washing hands.
- ➔ The public vending machines in the Hub Café will be closed until further notice.
- ➔ Sinks should not be used for washing personal plates and utensils.
- ➔ Pantries will be open for handwashing and water bottle refills only.

- ➔ As masks must be worn at all times in public spaces, YSN encourages our community to make use of outdoor space for eating. The YSN courtyard will include covered, outdoor seating areas for use – social distancing protocols must be followed. Individual rooms will also be available as an option for eating.
- ➔ No eating is permitted in the classrooms, simulation spaces, or the Learning Commons. If necessary, student may remove their masks in the Hub **only while eating and only if adequately able to social distance**.

Group Meetings and Events

- ➔ Meetings should continue to take place remotely
- ➔ All YSN-sponsored events must take place virtually until further notice.
- ➔ Faculty considering guest speakers for their classes should contact Marcia Thomas, Associate Dean of Finance and Administration (marcia.thomas@yale.edu) for approval.

Additional Information

- ➔ To encourage reduced occupancy, many of our YSN staff will continue to work remotely. Staff will continue to make themselves available either by zoom or by phone. Some staff will be available in-person on a limited basis and will communicate those hours accordingly.

Compliance

- ➔ YSN takes the safety of our community very seriously and expect faculty, staff, and students to adhere to YSN building protocols during the academic year. If you do not feel you can adhere to these policies please speak to your supervisor (staff), Division Chair (faculty), or the Associate Dean for Student Life and Belonging (students).
- ➔ As we open our doors we will have a better sense of our community needs, behavior, and concerns as it relates to our Yale spaces. We will make changes as needed to ensure the safety of our community.

CONTACTS

YSN Health and Safety Leader/Faculty and Staff Questions and Concerns

Marcia Thomas, Associate Dean for Finance and Administration
marcia.thomas@yale.edu

Student Questions and Concerns

Saveena Dhall, Associate Dean for Student Life and Belonging
saveena.dhall@yale.edu

YSN Facilities Questions

Mary Grund, Manager of Facilities and Operations
mary.grund@yale.edu

General Yale COVID Information

Campus Resources
<https://covid19.yale.edu/campus-resources>

Campus COVID Resource Line:
203-432-6604, toll free 866-924-9253

Concerns

If you are comfortable doing so, you may report a concern about compliance with COVID-19 health and safety policies or regulations directly to your staff supervisor, your human resources representative, or a supervising faculty member. You may also make an anonymous or identified report through Yale's hotline at 877-360-9253, or online at [Yale University Hotline](#). Available 24 hours a day, seven days a week.

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Thank you for your help!

We wish everyone a wonderful and safe semester - thanks to each of you for your part in making that a reality.

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