Phase 2 of Yale’s Reactivation Plan
Guidance for Leadership on Building Reactivation for Office Use

Phase 2 of Yale’s Research Reactivation, set to begin on July 20th, will broaden access to campus for faculty, staff and trainees (e.g. postdoctoral researchers, graduate and professional students) regardless of whether campus access is necessary for their academic and research programs, so long as physical distancing, room/office density, and all other Yale guidance are adhered to. Undergraduate students and external visitors will not be allowed on campus during Phase 2. While campus access will be much less restricted, working from home is still recommended and strongly encouraged, as this remains the most effective method for limiting COVID-19 spread. Those who choose to return to campus during Phase 2 should only access the office designated as their primary working space. This guidance is intended for units with faculty, staff and trainees who are returning to campus during Phase 2 to occupy office-type space. Faculty with academic or research programs that require the use of specialty lab facilities, perform field research or human subjects research must develop individual safety plans and use the EHS Integrator system to apply for authorization to return to campus for these activities during Phase 2, as was required in Phase 1. Academic year guidance regarding undergraduates and visitors, as well as the use of any specialty spaces including studios and performing arts areas, will be forthcoming later in the summer.

General Leadership Guidance for Return to Campus During Phase 2

- Leadership should use this guidance and the ‘Return to Work Checklist’ to ensure all aspects of planning are considered prior to return to campus for Phase 2.
- Prepare school and/or department building spaces for return to campus. Coordinate planning with your building(s) superintendent and EHS safety advisor.
- Each school or department, as appropriate, should identify a COVID-19 safety officer who will act as a local conduit of COVID-19 safety information and field concerns about COVID-19 safety compliance from faculty, staff and trainees.
- “Return to Yale Cloth Mask Kits” that include three cloth masks, one small package of surface wipes, one 8-ounce bottle of hand sanitizer, and one lanyard with ID badge holder will be available to everyone returning as part of Phase 2. These kits can be ordered at https://ypps.yale.edu/returntoyale-general. Requests should be made only by the department’s Lead Administrator (or appropriate delegate) and should include everyone returning to that particular department or unit (faculty, staff, students). Individuals may alternatively use their own masks, disinfectant, and wipes.
- During Phase 2, viral testing is available on a voluntary basis through Yale Health for faculty, staff and students. In the future, heightened viral testing regimes may be necessary for some, details will be forthcoming.
- Be sure to communicate safety plans for building spaces and the requirement to complete COVID-19: Return to Yale Campus safety training to all faculty, staff and trainees.
- Reference the Phase 2 Research Reactivation webpage (scheduled to be live 6/29/20) for comprehensive guidance regarding this phase.
Preparing Spaces for Return to Campus During Phase 2

- With the aid of the ‘Return to Work Checklist’, identify common or shared spaces that require special plans or restrictive schedules to comply with physical distancing requirements. Some spaces may need rearrangement to enforce physical distancing, other spaces may need to be closed completely if physical distancing is not possible.
- Faculty, trainees, and staff who work in co-occupied spaces should coordinate their use of these spaces prior to returning to campus. For co-occupied offices, an online calendar should be established to limit occupancy. Such offices can only be co-occupied if six-foot distancing and a maximum of 50% normal occupancy is possible. Instruct faculty, trainees, and staff who work in co-occupied spaces that they must schedule office use, consistent with the 6-foot physical distancing requirements, before returning to campus.
- In coordination with your building superintendent, consider restricting building access hours to faculty, staff, and trainees in order to provide distinct times for facilities personnel to access and clean Yale buildings.
- Obtain and post clear signage that reinforces COVID-19 policies. Signs are available on the YPPS website.
- Consider common, high-touch areas in your school’s spaces and relevant placement of disinfectant wipes and hand sanitizer. Shared equipment, such as photocopiers, should be disinfected often and located in an area where physical distancing can be maintained.
- Use of common rooms, such as kitchen or lounge areas, should be restricted to conform to physical distancing and hygiene requirements. Post clear signage in common areas that reinforces COVID-19 safety policies and reduced occupancy requirements.

Requirements for Individuals Returning to Campus During Phase 2

- Every individual that accesses campus must complete online COVID-19: Return to Yale Campus training prior to returning to campus. Supervisors and Chairs should remind their communities of this requirement and ensure compliance.
- Each person who comes to campus is required to conduct a Daily Health Check using a web form or a downloadable mobile application. Anyone experiencing symptoms of COVID-19 must stay at home and contact their health care provider. In fulfilment of State of CT and Yale rules, Deans/Supervisors/Chairs will receive periodic reports of the health status and training compliance of the faculty, staff and trainees that report to them.
- Face coverings must be worn at all times, including during the entry and exit of all indoor common spaces and public areas on campus. In individual offices, when solely occupied with the door closed, face coverings may be removed.
- Individuals must practice 6-foot physical distancing at all times when on campus. All shared spaces must also be limited to no more than 50% of normal occupancy.
• In person meetings should be avoided unless absolutely necessary. If you must hold a Yale-hosted meeting or event, limit indoor gatherings to a maximum of 5 people and outdoor gatherings to a maximum of 25 people. Six-foot physical distancing must be maintained at such gatherings.
• Bathrooms are temporarily restricted to one occupant at a time. New signage has been placed to remind users of this restriction. Electric and hand dryers have been replaced with paper towels.
• Use of community refrigerators, microwaves, toasters, coffee makers, and other appliances is strongly discouraged. Use of elevators should be avoided if physically possible.

Communication of Safety Plans to Faculty, Trainees, and Staff

• Prepare and distribute an email conveying the safety plan for your school, department, or unit. It is recommended that you use this document, simply replacing relevant bullets above with any school, department, or building-specific conditions.
• In your messaging, be sure to reinforce the importance of safety compliance and indicate the various avenues faculty, staff and trainees have available to them to report safety concerns. The following message may be suitable, particularly if you name the COVID-19 safety officer in your message:

  If you have any specific questions or concerns about Phase 2 of Yale’s Reactivation Plan and your safety on campus, please contact your supervisor, your department/school COVID-19 safety officer, your DGS (if student) or your operations manager. Anyone can make anonymous or identified reports of violations through the Yale University Hotline: 877-360-YALE.