



RUTGERS

Office of Information
Technology

Return to Rutgers Plan: Office of Information Technology

August 26, 2020

Table of Contents

EXECUTIVE SUMMARY	3
OVERVIEW	3
HOW TO USE THIS GUIDE	3
CONTINUED REMOTE WORK	4
KEY RESOURCES	4
PREPARING THE BUILDINGS AND CAMPUSES	6
OVERVIEW	6
MAJOR TASKS FOR OIT AND INDIVIDUAL UNITS	6
PLANNING SEATING AND MOVEMENT THROUGH BUILDINGS	6
PLANNING HELP IS AVAILABLE	7
PREPARING THE PEOPLE	7
OVERVIEW	7
COVID-19 TESTING	8
TIMING EMPLOYEE PRESENCE	8
INFORMING EMPLOYEES ABOUT THEIR RETURN	8
EMPLOYEE SCREENING	8
ENACTING AN OPERATIONS PLAN	10
OVERVIEW	10
GOVERNING OCCUPANCY AND TRAFFIC FLOW IN GROUP SPACES	10
ACQUIRING A STEADY FLOW OF PPE AND CLEANING SUPPLIES	10
COMPUTER LABS	11
CONTROLLING ACCESS AND CIRCULATION	13
OVERVIEW	13
SITE ACCESS MONITORING	13
SHIPPING AND DELIVERIES	14
COMMUNICATING PLANS	15
TOOLKIT	16
UNIVERSITYWIDE TOOLS	16
TOOLS FOR OIT	16
1. OIT managers' pre-return checklist: Buildings	16
2. OIT managers' pre-return checklist: People	19
3. Procuring items needed to return to campus	21
4. Considerations for space access monitoring	22
5. Computer lab configurations and processes	23
6. Floorplans for all OIT spaces	24
7. Rutgers Connect Resource Calendars	24
8. Employee training presentation	24

EXECUTIVE SUMMARY

Addendums or updates to this plan will be made available at <https://it.rutgers.edu/return>.

NOTE (June 2, 2021): This OIT Return to Rutgers plan was prepared in the summer of 2020 and designed to help teams think through the many issues involved in safely repopulating offices. There are some cases where this document has been superseded by updated guidance from the university or other sources. Where this conflicts with newer guidance, the newer guidance takes precedence.

Overview

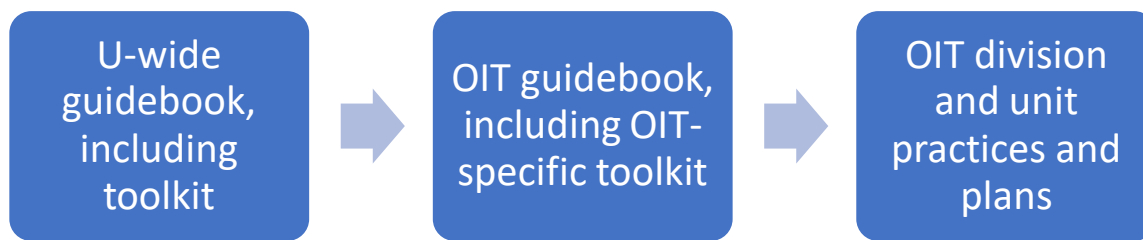
This guidebook for OIT's return to Rutgers follows the university's June 19, 2020, announcement of a plan for repopulating Rutgers. The universitywide [Returning to Rutgers guidebook](#) is a foundation of this plan and a key reference for our own guidance on how to move forward with the return of employees, students, and patients to Rutgers spaces.

As noted in [the June 19 announcement](#) from Rutgers' chief operating officer, the following core principle is essential as we plan for returning to Rutgers: "Nothing is more important than the health and safety of the people who learn and work at Rutgers, and that core principle permeates this plan." Likewise, that core principle informs the guidance provided in this document for the Office of Information Technology.

How to use this guide

Just as the intent of the u-wide Returning to Rutgers guidebook is to serve as a framework for others to build upon, this guidebook for OIT is intended as a resource with information for various areas within OIT. To that end, this document outlines principles, practices, and protocols that are applicable throughout OIT, but it does not address the details for every OIT division, department, or location. With nearly 500 full-time workers and hundreds of student workers, as well as scores of locations across Rutgers, OIT needs to balance the university's goals of repopulating Rutgers, to varying degrees, with health and safety concerns for our employees, students, and visitors.

With that in mind, we have developed an OIT Returning to Rutgers plan to complement the university's substantial guidance. The u-wide Returning to Rutgers guidebook provides a toolkit with an assortment of checklists and other materials to be used and/or repurposed by Rutgers units. In much the same way, this plan provides a more granular, OIT-specific toolkit with materials for our own use—that is, materials your particular units can distribute and use, as needed.



As shown above, this plan is not intended to provide every answer about how OIT will handle the return to campus. OIT's various divisions, departments, and units will need to extend the university and OIT to guidance with further planning, practices, and protocols appropriate to their roles, clients, locations, and other factors.

Moreover, OIT managers and staff members should acquaint themselves with any guidance provided by the various chancellor-led units at Rutgers and adhere to those guidelines and processes.

As you'll see, this guide largely follows the organization of the university plan by addressing the following issues:

- Preparing the buildings and campuses
- Preparing the people
- Enacting an operations plan
- Controlling access and circulation
- Communicating plans

Continued remote work

Given the core principle of maintaining a safe work environment for the Rutgers community, OIT seeks to encourage remote work and telecommuting wherever possible and within university guidelines. To put it simply: Though this guide outlines a plan for OIT returning to campus, that does not mean all OIT staff will be transitioning from telecommuting to work in Rutgers location. In fact, OIT leadership expects that employees in many divisions will continue to telecommute as the pandemic persists and university rules and guidelines allow for it. That will vary by unit, role, and job responsibilities, as well as the evolving situations involving the clients we serve—in particular, the student population.

Key resources

These resources should be helpful as we navigate this situation.

[COVID-19 Health and Wellness website from University Human Resources](#)

[Remote Technology Resources at Rutgers IT website](#)

[Returning to Rutgers guidebook \(universitywide\)](#)

[U-wide COVID-19 website](#)

PREPARING THE BUILDINGS AND CAMPUSES

Overview

The universitywide plan divides responsibility for preparing workspaces between various outside departments such as facilities and the managers of the individual units that will occupy each space.

Responsibilities assigned to facilities include preventative maintenance and ensuring the function of major building systems. Some tasks, such as installing signage, will be shared, so unit managers may need to coordinate efforts with facilities.

Major tasks for OIT and individual units

Tasks reserved for OIT and its unit managers include the following:

- Implementing a visitor sign-in protocol, using the sign-in sheet template provided by Rutgers Environmental Health and Safety (REHS) or an electronic file or method that captures the same information in the template. *(See “Visitor log information and form” in the universitywide Toolkit.)*
- Developing seating strategies that will support social distancing. *(See below.)*
- Assessing office environments for necessary guidance, signage, or other support from Institutional Planning and Operations. *(See “Planning help is available” below.)*
- Ensuring that equipment used for telecommuting is returned to the office, as people return. *(See “OIT managers’ pre-return checklist: People” in the Toolkit.)*
- Replenishing essential office supplies as needed. *(See “Procuring items needed for the return to campus” in the Toolkit.)*
- Ensuring that all spoiled/dated food from break room refrigerators is placed in appropriate trash receptacles.

Planning seating and movement through buildings

The managers in charge of bringing each unit back to campus must assess open work environments, along with meeting rooms, and institute measures to physically separate people such as the following:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage in well-trafficked, open workspaces with multiple throughways.

- Some high-traffic buildings may have designated building entrance and exit doors, along with floor markings designating travel routes, and employees shall obey all directional signage.
- Reception areas in high-traffic buildings may have clear screening materials installed between the security or reception staff and the traffic area. Seating in lobbies or waiting areas may be removed to promote social distancing and clear lanes of travel.
- See “OIT managers’ pre-return checklist: Buildings” in the toolkit for a thorough list of considerations and strategies.

Planning help is available

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Institutional Planning and Operations (IP&O). On-site consultation will be provided at no cost. Safety measures covering public areas will be provided at no cost to building occupants. The cost of additional materials and supplies that may be ordered for private workspace will be borne by the requestor.

To request assistance, call the University Facilities Service Call Center at 848-445-1234 (this number covers all university locations) or visit <https://ipo.rutgers.edu/facilities> and select Submit a Maintenance Request. Use a heading that requests help from the “FAST team.”

PREPARING THE PEOPLE

Overview

OIT is in the fortunate position that many, if not most, of its members can work effectively from home. Our policy is thus to maximize employee safety and minimize costs to the university by keeping as many people home as possible.

In cases where employees must return, the responsibility for preparing them is, again, divided among other departments, OIT, OIT’s individual units and the workers themselves.

According to the “Preparing the people” section of the universitywide plan, tasks assigned to other departments include the following:

- training
- mitigating workforce anxiety
- updating universitywide policies
- adjudicating disputes over reasonable accommodations

The following sections address responsibilities that will fall to OIT, its individual units, and employees.

COVID-19 Testing

Rutgers is currently offering SARS-CoV-2 PCR saliva testing (for the active virus that leads to COVID-19) to specified groups of employees and students who are working and learning on campus. Rutgers will utilize a targeted testing approach based on the risk of transmission of COVID-19 within the university community to identify, and receive requests on behalf of, groups to be tested. The university Testing Protocol Action Group (TPAG) will determine which groups of students or employees should be recommended and/or required to complete testing through the Rutgers COVID-19 testing program.

Within OIT, each member of OIT's Executive Leadership Team will manage the needs of testing for their units. Requests for testing will then be coordinated before sending to the TPAG.

Additional information about the university's testing strategy, including a robust FAQ section, can be found by visiting [this webpage with resources on the Rutgers COVID-19 testing strategy](#).

Timing employee presence

Alternating Days/Flexible Work Hours: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days or allow flexible work hours. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times will reduce traffic in common areas to meet social distancing requirements.

Informing employees about their return

Managers must reach out to returning employees well before return dates and provide them with information on timing and new office practices.

See "OIT managers' pre-return checklist: People" in the Toolkit for thorough instructions.

Employee screening

Managers should discuss how daily health screenings will work with their returning employees. They should also explain the university's policy for staying out of the office:

If signs and/or symptoms are identified through the daily self-assessment, the employee must not come to the workplace. If signs and/or symptoms develop while at work, the employee must leave work and notify their supervisor. In either case, employees should continue to monitor their condition and seek consultation with their primary care physician or local urgent care center.

ENACTING AN OPERATIONS PLAN

Overview

Once buildings and people are prepared for return, operational plans will define the responsibilities of and govern interactions among the university, its departments, their units, and individual employees. Again, the responsibility for creating a safe and functional environment will be shared among all the stakeholders.

According to the universitywide plan, responsibilities shouldered mostly by other departments include the following:

- testing and contact tracing (see the university's [on-campus testing strategy](#))
- policy regarding the use of face coverings, gloves and other PPE
- policies governing use of shared spaces such as restrooms, elevators, and conference rooms

Governing occupancy and traffic flow in group spaces

Meeting rooms:

In-person meetings are strongly discouraged and shall not exceed 25 percent of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements. Please refer to the state guidelines for additional information on room capacity. The continued use of web conferencing platforms (e.g., Webex, Zoom, etc.) is encouraged, even for staff on-site.

Other shared spaces:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Where possible, designate stairs for "up" traffic or "down" traffic to minimize crossing traffic. Where this is not possible, wait on a floor or landing and allow cross traffic to pass.
- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space, if there is a substantial number of employees in the space.

Acquiring a steady flow of PPE and cleaning supplies

Masks:

- The university will supply full-time staff with 5 reusable cotton masks, and it will supply student workers with 3 reusable cotton masks. OIT managers should acquire masks

from Margie Ortizz, ortizz@oit.rutgers.edu, except managers from Camden, who will receive them through the university.

- The Rutgers School of Dental Medicine is currently the only clinical area that requires the use of N95 masks for OIT staff members who are entering the TD closet located in the Oral Health Pavilion on the D-Level of the building. Rutgers School of Dental Medicine IT staff will work with the dental school to acquire the N95 masks and ensure that any IT staff members that need to enter the TD closet are appropriately protected.
- Units needing additional disposable masks can purchase them from the IP&O Marketplace.

Cleaning supplies:

- Try to order these through the normal channels (IP&O, VWR, Grainger, Office Depot, etc.).

[Contact John Quirinale](#) if you have difficulty obtaining any of the above supplies. For detailed information about acquiring masks, other PPE, or cleaning supplies, see “Procuring items needed to return to campus” in the toolkit below.

Computer Labs

Because computer labs attract large numbers of people who do not typically interact, they are subject to special regulations from the state. An executive order released on August 10, 2020 listed eight conditions that computer labs must meet in order to open their doors and remain in operation:

1. A distance of at least six feet between individuals must be observed at all times and individuals must utilize computer terminals or desks that are a minimum of six feet apart;
2. Hours of operation, wherever possible, that reserve a designated period of access solely to high-risk individuals, as defined by the Centers for Disease Control and Prevention;
3. Infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;
4. Adequate sanitation materials, such as hand sanitizer and sanitizing wipes, must be available to staff and all individuals utilizing computer terminals or desks;
5. All individuals in the computer lab must wear a face covering at all times, except where doing so would inhibit the individual’s health or the individual is under two years of age;
6. Require frequent sanitization of high-touch areas like restrooms, keyboards, computer mice, desk, and counters;
7. Install a physical barrier, such as a shield guard, between the staff member(s) overseeing the computer lab and individuals using the computer lab; wherever feasible or otherwise ensure six feet of distance between those individuals; and

8. Computer terminal or desk must be sanitized following each use.

Computer lab workers and managers must work to ensure that all of these conditions are continually met (see the “Computer lab configurations and processes” section below). If visitors to the computer labs fail to wear masks, staff members should politely remind them about the mask-wearing policy — and offer them one of the disposable masks that all labs will be supplied with — but staff should avoid verbal or physical confrontation with people who refuse to comply.

CONTROLLING ACCESS AND CIRCULATION

Overview

The effort to safeguard community health will require added controls over building access and circulation. Many of the techniques for directing circulation have been addressed above, but there are several new issues to be addressed here.

According to the “Controlling access and circulation” section of the universitywide plan, buildings will continue to be secured and, because faces will often be obscured, all members of the Rutgers community will need to wear ID cards so that they are always visible.

Departments and units will also need to devise plans for logging visitors into and out of their facilities, including delivery carriers.

Site access monitoring

Each unit’s back-to-campus effort should designate several site monitors, whose main duties include tracking office occupancy levels and managing deliveries.

Monitors for some units — particularly those with no plans to bring people back to the office on a regular basis — should be able to perform the job remotely, using calendar software to make sure ad hoc office usage stays at safe levels and sending deliveries to staffed offices.

Units with a significant percentage of returning workers, on the other hand, should station monitors on-site. In spaces that are open access, site monitors should sit where they can see people entering the office and thus ensure both that occupancy never exceeds capacity and that visitors sign the log necessitated by the universitywide plan. In spaces where access is governed by swipe card, monitors need not be stationed within view of the entrance.

Other potential duties for monitors include tracking PPE/disinfectant reserves or (politely) reminding colleagues to follow safety guidelines. That said, any extra tasks associated with site monitoring should be offset by fewer tasks elsewhere. The site monitor designation should not increase any worker’s total workload.

In cases where different units share space, they can also share site monitors. In all other cases, each unit manager should select at least two site monitors — to protect against a single monitor’s unexpected absence — but managers who want to divide the site-monitor job among several people (with, say, a different person doing the job each day of the week) can designate many more site monitors.

See “Considerations for site access monitoring” in the Toolkit for more information.

Shipping and deliveries

- In buildings that have designated shipping and receiving areas, the area shall be limited to deliveries and appropriate staff in order to minimize cross-circulation and to ensure that employees use the appropriate building entrance.
- No deliveries will be allowed to most buildings.
- All New Brunswick deliveries will go to ASB II (Hours: M-F 9-2).
- All Newark deliveries will go to the ADMC Complex at 30 Bergen.
- All Camden deliveries will go to the Camden Administrative Building (CAB) at 25 N. 5th St.
- Deliveries can also be made to your home address. Please work with your unit's administrative personnel to arrange deliveries.

COMMUNICATING PLANS

The universitywide Returning to Rutgers plan outlines goals, strategy, and messages for communications with students, faculty, staff, and others. Those guidelines will be followed and serve as a reference as we develop OIT-specific communications.

Though the situation is an evolving one, here is an outline of likely communications to be developed.

- Email from OIT leadership to OIT staff: Once this plan is finalized, a message from leadership will outline the plan and next steps. This will be developed and distributed by the IT communications team.
- Emails or other communications from OIT divisions or units: Depending on the situation, divisions and/or units within OIT may need to send specific messages and guidance to staff. These will be handled by these divisions/units. As appropriate, the leaders and/or managers of these areas may need to consult with OIT HR or the IT communications team.
- Webpage: A Return to Rutgers for OIT webpage at <https://it.rutgers.edu/return/> will serve as a reference for OIT staff.

Addendums or updates to this plan will be made available at <https://it.rutgers.edu/return.>

TOOLKIT

Universitywide tools

Please refer to the universitywide [Returning to Rutgers guidebook](#) for the following tools and resources:

- Self-screening information (p. 33)
- Visitor log information and form (p. 35)
- Socially distant seating plans (p. 37)
- Face covering types and handling instructions (p. 53)
- Signage and space designers, examples and sourcing (p. 57)
- Public service announcement posters (p. 72)

Tools for OIT

1. OIT managers' pre-return checklist: Buildings

Talk to facilities staff:

- ☐ Determine specifically what types of cleaning/sanitization they will do and how often.
- ☐ Determine new protocols for trash and recycling collection.

Take a walking tour of your offices and work areas well in advance of re-population:

- ☐ Walk the work area and use floorplans (which can be acquired through OIT Human Resources, oit_hr@oit.rutgers.edu) to evaluate.
- ☐ Consider challenges that warrant requesting a space and occupancy assessment, including recommendations on signage and graphics, furniture rearrangements, and other health and safety measures by IP&O. (See "Preparing the Buildings" above for more info.)
- ☐ Determine (or have IP&O determine) how many people can possibly be in your space while maintaining physical distancing. This will provide a practical cap on how many workers you can bring back.
- ☐ Determine caps on how many people can be in individual rooms while maintaining proper distance.

Make sure work offices are stocked for the new health and safety measures:

- ☐ Check that hand sanitizer units are installed and pump bottles are strategically placed.
- ☐ Stock offices with appropriate masks, disinfectant wipes, hand soap, tissues, and cleaning supplies
- ☐ If a common kitchen area continues to be utilized, stock it with disposable cups, silverware, plates, etc.
- ☐ Check that bathrooms inside/outside of the work area are properly provisioned:

- Proper separation
- Proper handwashing instructions
- Soap, paper towel and toilet paper dispensers filled
- Trash bin placed near exit
- Remove common use items from work areas – magazines in waiting areas, pens and pen/pencil cups, paperclips, staple removers, etc.

Assess work and common areas for traffic flows or patterns that could cause people to come in close proximity with one another:

- Consider one-way traffic flow.
- Consider signage to reinforce social distancing, and directional floor decals and markings at 6-foot intervals in high-traffic areas to direct foot traffic. (See the *Return to Rutgers* plan's TOOLKIT for signage.)
- Consider ways to change the pattern or limit the traffic flow by moving furniture.
- Evaluate and modify start times to stagger load on entry points, and consider staggering breaks and lunch schedules.
- Consider scheduling appointments in a manner that limits the number of people in an area at a given time.
- Identify spaces where students or employees tend to cluster, including time clocks, waiting areas, lunch areas, and hallways. Devise strategies to prevent crowding.

Set and agree upon guidelines for traffic flow with your team.

Examine each employee's workspace:

- Decide which workspaces are reasonably safe – e.g., offices with doors.
- Decide which workspaces are open or exposed and need some type of distancing strategy.
- Consider installing Plexiglass barriers.
- Consider limiting visitors if proper social distancing cannot be maintained.
- Consider installing signage to explain area guidelines, and inform visitors and remind staff of the need to comply with them.
- Create protocols and visual cues for shared or common spaces.
- Use socially distant seating plans from the *Return to Rutgers* plan's TOOLKIT to assist in configuring work areas.

Examine common areas within your department's work environment:

- *Entrances:* Consider signage; get sign-in sheet for visitors; place directional markings for desired pathways; control entry points to ensure proper monitoring; close off uncontrolled points of entry.
- *Reception areas:* Consider installing Plexiglas or barriers at service points (e.g., reception counters or desks, etc.). Ensure that lobbies and customer lounges are rearranged to promote social distancing, including chair spacing, taping, removal, or signage.
- *Conference Rooms:* Spread chairs out; eliminate some chairs; post maximum occupancy.

- ❑ *Break rooms:* Ensure that maximum capacity is posted and adhered to; reduce or remove some chairs and tables; post signage and install barriers in some areas; consider repurposing conference rooms, lunchrooms, break rooms or communal spaces for more social distancing options.
- ❑ *Vending rooms:* Tape floor with 6' markings for social distancing; make hand sanitizer available.
- ❑ *Kitchenettes:* Ban shared food (donuts, cookies, candy, pretzels, birthday cake, coffee machine, water dispenser, etc.); consider limited or no use of refrigerator, microwave, coffee machine, and water dispenser; remove chairs to prevent sitting, or mandate one employee at a time; wipe down before and after use; post signage for occupancy limits; suggest that employees bring meals that do not require refrigeration or heating (recommend a self-contained cooler bag).
- ❑ *Printer areas:* Make hand sanitizer available; limit the number of people gathered near printers; sanitize control panels and drawer pulls regularly; eliminate common-use paperclips, pens or staple removers.
- ❑ *Mail delivery areas:* Relocate them close to entry doors to minimize delivery persons' entry into the work area.
- ❑ *Waiting areas:* Spread out chairs; tape no-use chairs; eliminate magazines; make hand sanitizer available; wipe down arm rests and seatbacks after use.
- ❑ *Closet/storage/supply areas:* Limit entry to one employee at a time.
- ❑ *Elevators:* Ensure proper signage is installed; recommend the use of stairwells instead; encourage people to wait longer so as not to pack elevators with each ride.
- ❑ *Loading docks:* Coordinate with vendors and delivery companies to minimize the need for employees to have contact with delivery drivers.
- ❑ *Locker rooms:* Make hand sanitizer available; disinfect door handles; maintain general cleanliness; limit occupancy; configure for proper social distancing.
- ❑ *Vehicles used by staff:* Disinfect before and after every use (door handles, steering wheel, shift handle, brake handle, interior locks, knobs and handles); clear all trash from vehicle after use (towels, napkins, gloves, masks, paper, etc.); minimize the number of occupants in vehicles to maximize social distancing.
- ❑ Document and communicate to employees (in advance, if possible) what the procedures will be for all of the above rooms upon returning to work. Create protocols and visual cues for shared spaces

Examine the common areas outside of your work area:

- ❑ Assess building entranceways, hallways, ramps, elevators, stairwells, loading docks, designated smoking areas, and picnic tables for proper social distancing measures.
- ❑ See that appropriate guidance is posted, and appropriate hygiene measures have been taken.
- ❑ For OIT buildings/spaces that are co-located with other departments: work with neighbors to determine a shared understanding of protocols for OIT space and common areas; do the best we can to ensure safety of our staff.

2. OIT managers' pre-return checklist: People

Determine who really needs to come back

- Determine which of your functions and roles need to be performed on-site and when, in order to meet your customers' timing and needs.
- Envision potential stages of return for your department that align with those of your customers and suppliers, and the staffing and measures you'll need to put in place before each stage.
- Determine what elements need to be in place (now or in the future) for your department or unit to change social distancing protocols and return from remote work.
- Base your return to campus strategies on mission-critical operations, your ability to control and manage specific work environments, and the need to access on-site resources.
- Consider which staff can continue to operate effectively from a remote work location. They should continue to do so until restrictions are eased for larger gatherings or increased density.
- Weigh the necessity to return employees to their work areas against the cost of the measures required to create a safe working environment at each stage of re-population.

Perform a risk assessment on each employee based on whether s/he:

- Has regular contact with the general public
- Has limited contact with the public
- Is required to interact with a variety of persons and areas within a facility or work area
- Has no contact with outside or varying personnel throughout the day
- Is required to work in close proximity (less than 6') to other coworkers
- Is required to have prolonged contact with anyone in performing their duties
- Is required to work in (or pass through) areas dealing with bodily fluids or where aerosol-generating healthcare procedures are performed

Reach out to returning team members:

- ☐ When the workspace is prepared and regulations permit the return of certain employees to campus, ensure that they are properly notified, as early as possible.
- ☐ Let them know that the workplace is prepared for their return in accordance with applicable safety guidelines.
- ☐ Ensure that they have the ability to return to on-campus work according to the established timeline.
- ☐ Ensure that they have completed any Return-to-Rutgers training that employees are required to take before returning to their work location.
- ☐ Contact each employee, verbally if possible, to discuss their return to work:

- Date, time, and location
- Info about safety preparations that have been made in the work area
- Reminder to pack all IT equipment used to telework to bring back to campus
- Procedures for daily self-monitoring prior to reporting for any shift.
- Ensure that the employees have completed required safety training modules prior to their return.
- Review procedures and protocols for the work environment in a team meeting as soon as any staff return to the workplace.

Discuss hygiene with your staff, and agree on measures that need to be taken individually or by the team (that are not done by the facilities team).

Focus on surfaces in your work or common areas that are touched most frequently:

- Desks and tabletops
- Chairs – armrests and seatbacks
- Sink fixtures
- Elevator buttons and handrails
- Digital signage and touch screen kiosks
- Walls and glass
- Card readers
- Time clocks
- Computer monitors
- Keyboards
- Mobile phones and tablets
- Doorknobs/handles
- Printer/fax controls and drawer handles
- Microwaves
- Refrigerator doors and handles
- Coffee pots
- Water dispensers
- Packages delivered/mail received
- Cabinet knobs and drawer pulls

In equipment rooms, loading areas, and staging areas, consider wearing gloves and sanitizing the following after use:

- Tools
- Load stations
- Hand trucks, pallet jacks, carts
- Work platforms
- Wearable safety equipment
- Hoses
- Lineside/in-process racks
- Tables/workbenches
- Cabinets

- Toolboxes

Discuss other ongoing strategies with your team:

- ☐ Consider how you and your team will monitor work areas for proper distancing and safety practices on a regular basis.
- ☐ Engage the team in discussing and agreeing upon an approach to promoting, maintaining and monitoring good practices and behaviors.
- ☐ Encourage and recognize innovation by team members to further promote health and safety.

3. Procuring items needed to return to campus

Masks:

- The university will supply full-time staff with 5 reusable cotton masks, and it will supply student workers with 3 reusable cotton masks.
- As of early August, about 2,400 masks had been delivered to Margie Ortizz for OIT employees in the New Brunswick and Newark locations. (OIT employees in Camden will receive their masks from Camden.)
- The masks come in two sizes. Most of the masks received as of early August were classified as regular in size (5 inches vertically by 8 inches horizontally), while some were large (6 by 9.5). Managers should reserve the larger masks for their tallest employees rather than asking employees to choose their preferred size.
- Unit managers should begin by ordering for people who are already back in the office, emailing Margie at ortizz@oit.rutgers.edu with names and requested sizes. She will arrange for delivery. (Orders for employees who have yet to return will be logged but not sent out.)
- Clinical areas may require N95 masks. Their acquisition should be coordinated through the organization they are supporting.
- Units needing additional disposable masks can purchase them from the IP&O Marketplace.
- If you have difficulty obtaining masks, [contact John Quirinale](#).

Other protective gear and materials:

- Some additional types of equipment or materials, including sneeze guards, are available through IP&O.
- Thermometers are available from vendors via online catalogs.
- If you have difficulty obtaining supplies, [contact John Quirinale](#).

Cleaning supplies:

- Try to order these through the normal channels (IP&O, VWR, Grainger, Office Depot, etc.).
- If you have difficulty obtaining cleaning supplies, [contact John Quirinale](#).
- Given the possibility that nearly every type of cleaning supply could become unavailable at some point during the pandemic, managers should probably order extra when supplies are available and create some stockpiles of critical supplies.

Resources:

- OIT Procurement Liaison: [John Quirinale, quirinje@oit.rutgers.edu](mailto:quirinje@oit.rutgers.edu)
- EOC Procurement team (if you have specialty purchasing requirements):
 - COVID19_Procurement@finance.rutgers.edu
- IP&O Warehouse
 - Warehouse Main: warehouse-support@ipo.rutgers.edu or 848-445-2315
 - Supply Center: 732-235-4147
 - Newark Warehouse: 973-353-5744

4. Considerations for space access monitoring

Select a designated staff member(s) to serve as the site monitor for OIT locations to ensure all on-site requirements are followed.

Duties of the Site Monitor:

- Daily log of on-site employees and visitors
- Other tasks, assigned at manager's discretion, to ensure compliance with pandemic-related safety protocols

Duties of onsite OIT staff:

- Check in and out with site monitor.
- Wear mask/facial covering.
- Maintain social distancing.
- Do not share items such as food, headsets, laptops, etc.
- Disinfect your work area (phone, computer equipment, chair, desk, etc.) at the beginning and at the end of shift.

Duties of onsite visitors:

- When possible, make an appointment.
- Check in and out with the site monitor.
- Wear mask/facial covering.
- Maintain social distancing.

5. Computer lab configurations and processes

OIT plans to reopen five labs when students begin returning to its campuses for the Fall 2020 semester:

- Dana Library Computer Lab, Newark
- University Computer Lab, MSB Building, Newark
- Rutgers Academic Building Computer Lab, New Brunswick
- Allison Road Classroom Building Computer Lab, Piscataway
- Robeson Library Computer Lab, Camden

In addition to these locations, the university is designating two potential alternate or additional computer lab locations:

- Alexander Undergraduate Library Lab, New Brunswick
- Livingston Computer Center, Piscataway

OIT will follow the guidance on computer lab configurations based on the [“Restart Standards for all New Jersey Institutions of Higher Education”](#) document, issued June 18, 2020, and it will also follow the requirements from [Administrative Order 2020-17](#), issued on August 10, 2020. In order to meet these standards, computer lab staff should take the following steps:

- Spaces should be configured to ensure sufficient distancing between individuals. Keyboards should be removed from those computers that are not to be used. Staff may also consider removing chairs from spaces that need to remain vacant.
- All labs must install signage advising users about best practices for hand washing and for minimizing the risks associated with coughing, sneezing, and tissue usage. Computer lab staff will receive training on these topics.
- Sanitizing stations must be made available at entry and exit points, and both cleaning materials and hand sanitizer should be available throughout the facility.
- Computers should be disinfected before and after usage, as staffing and supplies permit. To help ensure sufficient cleaning, signage will direct individual users to disinfect the terminals after usage, and disinfecting wipes provided to use for cleaning.
- Computer lab staff should politely remind maskless visitors to wear masks (and offer disposable masks to people who do not have their own), but they should avoid confrontation with those who refuse to wear masks.

OIT and other departments will provide computer lab staff members with many tools to help meet these requirements. Among the most important of those are the following:

- OIT has used lab floor plans to create seating charts that ensure at least six feet of distance between computer users. These plans will be shared with computer lab staff.
- OIT has amassed a stock of both cleaning supplies and disposable masks that will be distributed to labs.

- OIT is working with IP&O to install physical barriers in locations where staff members must interact with others, and it is deploying signage that helps people to maintain appropriate distance in places where such barriers are impractical.

6. Floorplans for all OIT spaces

Managers who want floorplans to help create safe seating configurations or traffic flow patterns can get them by contacting OIT Human Resources at oit_hr@oit.rutgers.edu.

7. Rutgers Connect Resource Calendars

Resource calendars are one way for managers to track which workers are on-site at any given moment and, thus, prevent overcrowding. Here is [a knowledge base page](#) that provides some information on using resource calendars. People with further questions can contact connect_support@oit.rutgers.edu.

8. Employee training presentation

University Human Relations will eventually have COVID-19 training for all employees. Here is [a PowerPoint presentation created by REHS](#) that managers can share with employees until that training is ready.