



## Return to Rutgers Business School Guide Frequently Asked Questions - Fall 2021

Please review this document for helpful information and University guidelines for a happy, healthy, successful repopulation of RBS this fall. These details have been guided by information from the Center for Disease Control and Prevention (CDC), the Return to Rutgers Guide, the recent Chancellors' Town Halls, RBS leadership. Please make sure to check this document regularly since we will continue to update as new information becomes available. If you have any additional questions or concerns, don't hesitate to get in touch with [RBS-Facilities@business.rutgers.edu](mailto:RBS-Facilities@business.rutgers.edu)

For your convenience, this FAQ has been organized into several categories:

- Health & Safety
- Check-In Procedures
- Daily Operations
- Classroom Settings
- Office Settings
- Events
- Security
- Student Resources
- Staff Accommodations and Exceptions
- COVID Related Supplies (Marketplace)

### HEALTH & SAFETY

1. **Will plexiglass dividers be installed around the building?** Plexiglass "sneeze guards" are available on both RBS campuses. The installation of plexiglass far exceeds the guidance received by the University. RBS wants to ensure we are doing everything we can to ensure the wellbeing of our students, faculty and staff. Plexiglass dividers are installed in lounge areas and designated meeting spaces, such as one-on-one faculty/student meeting rooms and rooms reserved for students joining online courses while on campus. To request a plexiglass shield for your personal workspace, please contact RBS-Facilities.
2. **Will stairwells continue to be one-way traffic?** For now, yes. directional signage has been placed by certain stairwells to promote social distancing. Kindly follow signs as posted.
3. **Will capacity limits exist for elevators?** No, 100 Rock and 1WP are defined as high rise buildings so they do not have capacity limits. Students and employees, who are able, are encouraged to use the stairs whenever possible.

4. **Are masks going to be mandatory?** Yes, per University policy, facemasks are mandatory on campus indoors, even for those fully vaccinated. Facemasks are not required outdoors.
5. **Should I wear gloves?** Gloves are not required. According to the CDC, COVID-19 is an airborne virus, so touching hard surfaces does not pose a significant COVID risk. But to avoid the spread of any germs, please wash your hands frequently with warm, soapy water.
6. **Will classrooms and meeting rooms be wiped down after each use?** Classrooms and meeting rooms will be addressed once daily. Science has shown us that COVID contaminants are in the air, not especially a concern on hard surfaces (as we thought a year ago). Please see the custodial schedule in the latest Return to Rutgers document for specific timings.
7. **What should I do if I see someone not wearing a mask?** Please submit an Observation Reporting Form, which will be promptly followed up:  
<https://coronavirus.rutgers.edu/covid-observation-reporting-form/>
8. **What is the protocol for bathrooms? Are we required to social distance?** Stall walls are considered barriers and do not require social distancing if utilized at the same time.
9. **How do I participate in the weekly testing program if I am unvaccinated? Who do I contact?** RU Occupational Health has already contacted staff and faculty who are unvaccinated or who have not yet uploaded their vaccination record to the University website via email and automatically registered them into the weekly COVID testing protocol. The University continues to audit the information provided in the COVID vaccine portal and will follow up accordingly. If you have not been vaccinated and have not been contacted by the University, please contact the Office of Occupational Health at 848-932-8254.
10. **What if I am diagnosed with COVID?** You should contact [OneSource](#) and forward appropriate medical documentation confirming the diagnosis within five (5) business days of your initial absence. You should also let your supervisor know that you will be absent due to illness, but you are not required to disclose your medical diagnosis to your supervisor. Diagnosed employees are advised to stay home and follow medical directions regarding treatment and absence from work. Employees who test positive for COVID-19 and are physically on campus or in Rutgers facilities should contact Occupational Health directly to report the case and seek guidance.
11. **What about contact tracing?** Rutgers University has the resources in place to deal with COVID diagnoses on campus. The contact tracing system will be activated and notifications will be sent, as needed, per the Rutgers contact tracing policy.
12. **Where can people go to get tested for COVID-19?** Every campus has testing and vaccine locations. Please visit our University wide COVID-19 Information site:  
<https://coronavirus.rutgers.edu/>

## CHECK-IN PROCEDURES

1. **Will temperature checks be taken at the entrances of each building?** No, Faculty/Staff/Students are asked to complete the MyCampusPass as part of a daily wellness self-assessment.
2. **Does every RBS employee have to complete MyCampusPass every day?** Yes, every day that you enter a Rutgers building. That is an important reminder for every individual to check how they feel each day before coming to campus. This is a private, personal tool for you to use to keep yourself and others well. You are required to use it. It is for your own protection and helps keep you, your family and your friends safe.
3. **What should I do about visitors to my department?** Rutgers requires that each host or sponsoring department completes the [University's Visitors Log](#) for all visitors (important in the event contact tracing is needed). Alumni, guests and external vendors are considered visitors.
4. **Do visitors need to provide the University their vaccination information?** No, however visitor's information should be uploaded to the [University's Visitors Log](#).
5. **Who is responsible for enforcing the mask mandate upon arrival?** Rutgers Security Officers are posted at the main entrances to RBS in Newark and New Brunswick and they have a supply of disposable facemasks for anyone who forgets or arrives without a mask. Enforcement of facemask protocol is a shared responsibility. Each office, manager and supervisor should enforce the mandate to the degree they are comfortable. *Please do not allow the situation to escalate.* If a situation becomes confrontational or disruptive, contact the RUPD **non**-emergency number for assistance. NB: 732-932-7211. NWK: 973-363-5111. As always, your safety is top priority.

## DAILY OPERATIONS

1. **Will the RBS buildings go back to normal hours?** Yes, normal business hours will resume on September 1:
  - **100 Rockefeller Road:** Monday through Fridays: 8:00 am – 10:00 pm, Saturday and Sundays 8:30 am – 4:30 pm.
  - **1 Washington Park:** Monday through Thursdays: 7:30 am – 10:00 pm, Fridays: 7:30 am – 9:00 pm, Saturday and Sundays: 7:30 am – 6:30 pm
2. **Will the RBS buildings be unlocked or swipe access only?** RBS is returning to normal operating hours with the front entrances unlocked during those regular hours. The rear entrances to the North and South Towers at 100 Rock will remain locked to direct all student traffic to the main entrance. In Newark, students are also required to use the main entrance. Faculty and staff may swipe in at any exterior entrance in Newark and New Brunswick. Other Rutgers buildings are also resuming their normal operating schedules.
3. **Will students be allowed to use the back door again in New Brunswick?** For now, students must enter the North Tower using the main entrance (to ensure compliance with

the University's mask mandate, social distancing guidelines, MyCampusPass, and visible ID).

4. **Are the HVAC systems running well? My office has always had heating and cooling issues. What has the University done to resolve this?** A robust preventative maintenance program of all Heating, Ventilation and Air Conditioning systems was conducted throughout telecommuting, including adequate airflow, air filter inspection and/or replacement, damper positioning, and setpoints for temperature and humidity. All RBS buildings meet or exceed current University and state air quality standards. For more information, please see the [Rutgers Reopening Guide](#), HVAC section. To report an HVAC problem, contact the RBS Facilities team: [RBS-Facilities Team](#).
5. **When will we return to full repopulation?** Everyone and every department should be back to a "regular cadence of work" in the fall and back in some form that works well for your unit. That may be a hybrid arrangement or some other plan devised by your department or by RBS leadership, keeping in mind that we have a responsibility to serve and support our students.
6. **How will public spaces and common areas be set up in the fall?** Generally speaking, indoor public spaces, such as RBS lounges, will have reduced occupancy limits and follow social distancing guidelines as much as possible with the facemask requirement. An exception to the facemask requirement is when eating or drinking, which is permitted in RBS lounges. For this reason, tables in the student lounges have been outfitted with plexi shields. All persons are reminded to wear the facemasks when done eating.
7. **What about parking in NB when we all return to campus?** Please purchase your annual parking permit (good from July 1 through June 30) before returning to campus and plan to park only in faculty/staff designated spaces on the Livingston campus; Scarlet (small lot between RBS and the RWJBarnabas Health Athletic Performance Center), Green, 101, 103, 105, 107, 108, 109, 110, 111, 112. The Yellow Lot is for students only. Dean Lei has negotiated a limited number of parking spots in the nearby Livingston Parking Deck for the fall semester. Please contact your supervisor or department chair to learn more about the deck spaces allotted to your department and how they will be distributed.
8. **Where is night parking at RBS:**
  - a. **Livingston Campus for night commuters?** Students with Night commuter permits can park in Lots 101, Green, Yellow beginning at 4 pm.
  - b. **Newark Campus for night commuters?** Students in Newark with an economy permit may park in both Eagle East and West, plus the Essex 506 Lot beginning at 4pm, weekdays.
9. **Will Starbucks be open?** Yes, Starbucks will be open for business on both campuses.

## CLASSROOM SETTINGS

1. **Are we required to wear masks in the classrooms?** Yes. Faculty, staff and students are required to wear facemasks at all times inside the classrooms. RBS will supply disposable facemasks in each of the classrooms in case an individual forgets or loses one.

2. **Are we required to social distance in classrooms?** No, classroom capacities have returned to pre-COVID numbers. However social distancing should be practiced in all other common areas and office settings in the building until further notice.
3. **Will the University provide language for safety guidelines for us to share with students?** The University will communicate its expectations to students and employees and expects instructors to do the same. The Chancellor's Offices are working on the wording of such messaging now and will supply professors and staff with that information soon. We suggest instructors include it in their syllabi and that staff refer to it if discussing the policy with students or coworkers.
4. **Will facemasks be provided?** Yes, RBS will supply faculty and staff with reusable cotton facemask. Disposable masks will be placed in all classrooms, usually near the podium, for any student who forgets a mask. If you notice the box is running low, please contact RBS Facilities for more.
5. **Will professors be provided with clear masks for teaching?** Yes, reusable facemasks with transparent panels have been ordered for both RBS campuses. Faculty and student-facing employees will be notified when the clear facemasks are delivered to 1 WP and 100 Rock.

## OFFICE SETTINGS

1. **Can I remove my face mask while working in a private office?** Yes. If social distancing of at least 6 feet can be maintained at all times, and you are working alone in an enclosed, non-shared space, you may remove your face covering.
2. **What if I work in a cubicle?** Workspaces where people are busy 7 or 8 hours a day are different than transient places and common areas. Again, if you can maintain social distancing of at least 6 feet between your workspace and your colleague, you may remove your facemask while seated.
3. **Are we required to practice social distancing in conference rooms?** Out of an abundance of caution related to concerns about the highly contagious delta variant of COVID-19, social distancing and mask wearing will be required in conference rooms and office settings.
4. **Are masks required in a small, private meetings where all participants are vaccinated? What if a coworker or student and I both agree to remove our facemasks while meeting in private?** No, per University policies, you are not permitted to remove facemasks in the presence of others. Masks are still currently required when indoors on Rutgers property.
5. **How will counselors/instructors be able to meet with students in closed offices? What about staff with important student-facing roles who interact with others often?** RBS has identified team rooms on both campuses should one-on-one interactions be required.
  - a. **1 Washington Park:** 516
  - b. **100 Rockefeller Road:** 2007

These rooms may be reserved through the [EMS Portal](#).

- 6. Will faculty and staff who are at a high risk for infection be given the flexibility to work from home or some other arrangement that protects their compromised health?** Yes. Telecommuting has been extended through the end of the year. Please discuss your concerns with your supervisor. To request to telecommute 100 % of the time requires an employee to submit a request to [OneSource](#).
- 7. Do I have to continue to complete timekeeping forms in the fall?** When you are working onsite for the day, you may log in and out using the Time Manager application instead of documenting activities in timekeeping forms. When working virtually, please continue to record activities using the timekeeping sheet.
- 8. A memo was left on my office desk indicating that our computers have been updated for the Rutgers Access Directory Migration. How do I log on to my computer?** Login credentials for your equipment will now require your NetID and password. If you are experiencing issues, please contact the OTIS Help Desk at [helpdesk@business.rutgers.edu](mailto:helpdesk@business.rutgers.edu). As many of us return to their offices for the first time in many months, the [Return to Rutgers tech checklist](#) includes tips and guidance on topics such as passwords, printing, RUWireless, and hybrid work essentials.
- 9. How do I set up my voicemail to forward to my email?** For detailed instructions, visit the University's website: <https://sites.rutgers.edu/td-voice/>

## EVENTS

- 1. How are events being handled after September 1? Will event organizer need to submit events to EACS?** Any in-person event held on campus for 25 or more attendees is required to submit their event to the [Event and Activity Certification System](#) (EACS). The RBS-Facilities Team will only approve event requests if you show proof that your event has been certified in EACS. To begin the event approval process, please complete the [RBS Event Request Form](#). Once certified, please send a copy to [RBS-Facilities@business.rutgers.edu](mailto:RBS-Facilities@business.rutgers.edu). To reserve a room on either campus, please submit your room request through the [Event Management System Portal](#).
- 2. Does the University have restrictions on food handling if I am hosting an event?** Currently there are no overreaching guidelines on the handling of food. Any restrictions put in place would be up to what the caterers are willing/able to do. Masks should remain on unless eating.
- 3. Are there any changes to reserving team rooms?** There are no changes; team rooms can be reserved through the following [Event Management System Portal](#). Due to COVID-related accommodations, some team rooms may not be available for booking.

## STUDENT RESOURCES

- 1. What if a student is on campus and needs a place to attend an online class?** The following areas are available to students on a first-come first-serve basis, but please note, computer equipment is not supplied by RBS. Students must use their own laptops in these "Quiet Zones:"

- 1 Washington Park: 2<sup>nd</sup> Floor Window Area outside classroom 220/Bove
  - 100 Rockefeller Road: Team Room 2005
2. **What if a student needs a computer to attend a class remotely?** The following areas are also available to students on a first-come first-serve basis:
- 1 Washington Park: 4<sup>th</sup> Floor Computer Lab
  - 100 Rockefeller Road: One workstation in each open area computer lab (5<sup>th</sup> and 3<sup>rd</sup> floors) has been specifically reserved for students who need to log into class. Other computers in those spaces may also be used to attend classes remotely.

## ACCOMMODATIONS & EXCEPTIONS

### 1. How do I submit a medical accommodation request?

- Step 1: Go to <http://uhr.rutgers.edu/onesource/home>. Log in to *OneSource Self-Service Portal Login*.
- Step 2: Click on *Workplace Complaints and Accommodations*.
- Step 3: Click on *Accommodation Request*.
- Step 4: Complete the form and upload required documentation.
- Step 5: Click *Submit*.
- Step 6: Wait for a response from the Office of Employment Equity.

### 2. Can I use my sick time if I or any of my immediate family members are sick with COVID?

- Please consult University Policy 60.3.5 - Sick Time and Sick Leave. This policy clearly outlines the use of your sick time accruals.
- If you are sick with COVID or have been exposed to someone with COVID, you are not to report to campus. Please work with your supervisor on your work arrangements. You should also report your COVID positivity or exposure to **Rutgers Occupational Health (848-932-8254)**. Occupational Health will initiate the contact tracing and provide advice on the next steps.
- Effective January 1, 2021 through December 31, 2021 and subject to supervisor approval, employees may use their accrued paid sick time when unable to work or telecommute due to COVID-19 for reasons of self-quarantine, school closure, place of childcare closure, or lack of availability of childcare. Please see SVP HR Vivian Fernandez's March 31, 2021 email regarding the permissible use of paid sick time for these COVID-related purposes.

## COVID RELATED SUPPLIES (MARKETPLACE)

Below you will find a list of suggested COVID related supplies that are available for purchase via Cornerstone.

- Disposable protective masks - **BENCO DENTAL- HENRY SCHEIN- VWR INTERNATIONAL**
- Disposable plastic gloves (in sizes Medium and Large) **HENRY SCHEIN -WW GRAINGER- MCMASTER CARR**

- Face shields - **VWR INTERNATIONAL- FISHER SCIENTIFIC - HENRY SCHEIN**
- Cleaning wipes (Clorox) - **HENRY SCHEIN - SUPPLYWORKS- FISHER SCIENTIFIC**
- Cleaning wipes for computer equipment- **HENRY SCHEIN - SUPPLYWORKS- FISHER SCIENTIFIC**
- Hand sanitizer (70% alcohol). **BENCO DENTAL - HENRY SCHEIN- WW GRAINGER - VWR INTERNATIONAL**

*To inquire about a particular matter listed above, kindly include the header name and question number. Please direct all questions, concerns, and feedback to [RBS-Facilities@business.rutgers.edu](mailto:RBS-Facilities@business.rutgers.edu) .*