INITIAL CONSIDERATIONS REGARDING EMPLOYEES RETURNING TO CAMPUS

When we will return to work
- We expect to begin a phased return to campus, in accordance with state and city guidelines, on or about June 1, 2020. Our current target date may be modified to a later date as we monitor the current state of activities and the COVID-19 pandemic.

How we will be returning to work
- The return to campus will be conducted in phases; meaning that those who have been working remotely will not return to campus all at once. In the next few weeks, we will define which employees and students will return to work during the initial phase of this process.

Work Schedules
- We will modify, compress or stagger work schedules so that the day may begin earlier or end later. We may have some individuals continue to work remotely and rotate with colleagues to ensure the right balance of physical distancing and on-campus presence.

Wearing masks on campus
- All employees, students, and visitors will be required to wear masks in order to enter our buildings, utilize public spaces, elevators and interact with other colleagues and the public. Masks are being provided to each visitor by the College of Medicine.

Wearing gloves on campus
- Gloves must be worn at all times by security, shipping, receiving and mailroom, food service, delivery service, and housekeeping employees. All others should wear gloves as per usual protocols (e.g., in handling biologic samples).

Parking
- We are expanding off-campus parking capacity and providing free access to that parking and shuttle service to the main campus. These shuttles will have reduced occupancy to allow for better physical distancing. We hope that this will allow employees and students with access to cars or who may wish to ride share to avoid using public transportation.

Physical Distancing
- All employees, students, and visitors will be required to follow CDC guidelines of 6 feet physical distancing, including in labs, public spaces, and offices. At this point, we will continue to enforce current policies that govern and reduce the holding of in-person events and meetings, as well as student instruction, which is currently conducted “virtually.”

- The only in-person meetings that will be permitted are those that allow for physical distancing.
**Lab Operations**

- Environmental Health & Safety (EHS) is in the process of surveying each lab to determine an approved amount of staff and students permitted to be in that workspace. A sign listing the mandatory “Maximum Occupancy” for labs, offices, tissue culture rooms and computer rooms, will be placed on the door of each lab.

- During the first phase, once EH&S has determined the maximum occupancy for the lab, PI’s can start research at **50% of maximal** occupancy of the lab while maintaining physical distancing. When the Dean initiates the second phase, occupancy can be increased to 100% of maximal occupancy of the lab while maintaining physical distancing. Compliance with this policy will be monitored by regular inspections. Noncompliance will lead to reductions in permitted lab occupancy or closure of the lab.

**Clinical Research**

- Guidelines for the resumption of clinical trials will be issued in a more extensive document early next week.

**Cleaning and Disinfecting Campus**

- Housekeeping has been instructed to expand cleaning and disinfecting of all areas of campus on a regular and sustained basis.

- Cleaning and disinfecting supplies will be provided to every department so that individuals can assure themselves of a clean work area and surfaces.

**Wellness Activities and Mental Health Services**

Such services will be available virtually and on campus during this period of potential high stress and anxiety.

**Deliveries**

- Contact-less delivery of products will continue.

**WHO TO CONTACT**

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All other questions, comments or suggestions regarding the resumption of operations of Einstein should be directed to **Gregg Tarquinio, Associate Dean for Administration and Finance.**