



TO: All Employees

FROM: Gene Jarrett, Dean of the Faculty
Lianne Sullivan-Crowley, Vice President for Human Resources

DATE: August 11, 2021

SUBJECT: Preparing for the Fall 2021 Semester

Soon, Princeton students, faculty, and staff will start the fall semester on campus, a moment that we look forward to as our community joins together. To those of you whose roles required that you work in-person throughout the pandemic, we are grateful for all you have done to keep Princeton University running. And to those of you who are just now returning from working remotely during the pandemic, welcome back! Our goal has been to support a healthy, safe environment where we can all enjoy the fullest experience possible for work and learning this fall. We thank our faculty and staff for establishing a campus where almost everyone working at the University is vaccinated.

Many of us have been away from the campus or our offices throughout the pandemic, and there have been a series of institutional changes during the many months while we were working remotely. Given these circumstances, we want to help you prepare for a campus that might look different from the last time you saw it in person. This memo provides a checklist of the steps you can take to plan for your return, as well as helpful phone numbers and links.

This information is also available under the [Workplace](#) section at [Princeton COVID Resources](#).

Checklist:

- **Wear face coverings indoors on campus. Effective today, August 11, all faculty, staff, and students, regardless of vaccination status, must wear a face covering indoors in buildings occupied by the University.** This indoor face covering requirement will be evaluated weekly by a team of physicians and scientists. Exceptions to this requirement include working alone in a room or cubicle or when actively eating or drinking. Visit the University's [COVID-19 Policies and Guidance](#) page for more information.
 - **The next update on the indoor face covering requirement will be communicated to the campus community by August 23.** That update will include guidance on teaching and classrooms. Be sure to check the [COVID Resources](#) page for the most up-to-date information.
- **Plan for classes to be in-person.** We are not anticipating moving to a hybrid model at the start of the semester or any restrictions on in-person class size.

- **Social distancing is no longer required** indoors or outdoors, per the [COVID website](#). The occupancy limits imposed for public health purposes are no longer needed.
- **Participate in COVID-19 testing each week.** Everyone who works in buildings occupied by Princeton University is required to take part in testing. Employees who are vaccinated will be tested once a week. Unvaccinated employees due to an approved accommodation will be tested twice a week. Everyone with an active Princeton University ID will be able to use and submit a test kit. For information and instructions see [COVID Resources Testing](#).
 - **If you are new to the testing program,** you will need to visit the testing clinic located on the New South lawn for your first test. We strongly recommend that you not wait until August 30, to avoid long lines.
- **Review rules for visitors.** You may host visitors who are vaccinated, but must follow the process in accordance with the [Visitor Policy](#). This includes formal approval of each visitor and obtaining confirmation that the individual is fully vaccinated.
- **Resuming your commute.** Please ensure that you are enrolled in [Revise Your Ride](#), or that you have an active, virtual permit linked to the license plate of the vehicle(s) that you will use for your commute by logging into [My Transportation portal](#). As of August 30, employees are expected to park in their assigned lots. Until then, employees with active permits may choose from broader parking options ([see full details here](#)). Construction projects have impacted several parking lots, resulting in fewer or no available spaces. Transportation and Parking Services is working directly with departments whose usual lots will be directly impacted. See TPS' [website](#) for more information and expect further communication regarding campus parking.
- **Navigate your way around construction.** Princeton's campus is evolving. Construction has been underway in many areas, and the availability of parking has been impacted. Check the [Construction at Princeton page](#) under "News" for the latest updates.
- **Carry your ID card and check access to buildings.** Nearly all campus buildings with prox card access will be locked at all times. All faculty, staff, and students should be able to enter main doors to all academic buildings and most administrative buildings. After tapping a [hotspot](#) to update your card (mainly for interior door locks), check your access to the buildings. Report any problems to Public Safety at (609) 258-1000 or The Service Point at (609) 258-8300 or thepoint@princeton.edu. If your building exterior doors require keys instead of prox cards, and if your building is used for classes, check with Public Safety or The Service Point at (609) 258-8300 or thepoint@princeton.edu to confirm any locking schedule.
- **Attend a Town Hall,** where you will hear about fall semester expectations and how the University is supporting a healthy and safe workplace. Please email questions in advance to townhall@princeton.edu. Additional questions will be addressed during the Zoom programs as time permits.
 - **Staff Town Hall:** Thursday, August 12 at 9:30 a.m. [Register now!](#)

- **Faculty Town Hall:** Friday, August 13 at 9:30 a.m. (*Registration information will be sent to faculty members by the Office of the Dean of the Faculty*)
- **Review the [Quick Guide to Returning to Campus Fall 2021](#).** The slides on this page and the [Information for Faculty and Staff link](#) on the left side of the page include information that will be helpful to employees returning to campus and to those who have been working on campus for a while.

Helpful numbers and links for more information:

- Write to covidvaccines@princeton.edu for questions related to vaccination.
- Write to covidtests@princeton.edu for questions related to testing.
- The COVID Connector line is available at covidconnector@princeton.edu or you can call (609) 258-7000 for other questions.
- You also can find complete information at [Princeton COVID Resources](#) and the [COVID-19 Page](#) and/or [Dashboard](#).

Just as we helped each other through the most challenging times of the pandemic, so too will we support each other through our return to more normal campus operations at the University this fall. As we continue to look out for each other, we will work together, as we always have, to make the fall semester a productive and gratifying one, in the very Princeton tradition of service to each other, to the nation, and to the wider world.

Updated IAC Guidelines in Response to COVID-19

(3.24.2021)

IAC Operational Status: *Level 2 Operations* (Phased Resumption of Research).

The Imaging and Analysis Center (IAC) is continually transitioning within Level 2 operations (phased resumption of research) in accordance with the guidelines established by the Office of the Dean of Research. Thus, in order to follow the university's social distancing guidelines, the IAC currently operates at 50% capacity. We understand this is a very difficult situation, but until the university implements overarching COVID-19 policy changes, the IAC must continue as per the approved guidelines listed below.

The IAC has implemented innovative solutions which enable virtual instrument training on the IAC's advanced suite of instruments. This virtual training is offered on a limited basis to new Princeton-based users in order to facilitate the phased resumption of campus-wide research. Please check with IAC staff regarding the status of instrument training for a desired technique.

All IAC users are instructed to review the updated guidelines listed below and must continue to follow these procedures. These proactive measures include social distancing, occupancy limits (**1 user per lab**), increased sanitation efforts, the mandatory wearing of facemasks, and enhanced guidelines on instrument use.

Note: *Do not visit the IAC if you have experienced symptoms consistent with COVID-19 within the past 14 days. Any users showing COVID-19 symptoms will be instructed to leave the facility immediately.*

COVID-19 Symptoms: Coughing, sneezing, fever, chills, fatigue, muscle aches, difficulty breathing etc.

The IAC is open to internal, Princeton-based researchers (i.e. Postdocs & Grad Students, *et al.* who have been previously authorized for using the IAC instrument).

- Corporate and outside institutions remain restricted from IAC use.
- External users may continue to utilize the Assisted Use program for sample analysis by IAC staff. (<https://iac.princeton.edu/assist-me.php>)

IAC Guidelines:

- IAC users **must complete EHS's training and symptom monitoring tools listed below** prior to visiting.
 - (1) **“Safe Practices for Resumption of Research”** training available in the Employee Learning Center (<https://putrain.learn.com/learncenter.asp?id=178409&sessionid=&page=304>).
 - (2) **Return to Campus Questionnaire:** A Risk Assessment Questionnaire (<https://veoci.com/veoci/p/form/r996ddge9bzz#tab=entryForm>).
 - (3) **Princeton University Symptom Tracker:** Perform a daily self-evaluation to assess symptoms prior to coming to campus using the TigerSafe App (<http://emergency.princeton.edu/stay-connected/tigersafe>) or available online (<https://veoci.com/veoci/p/form/7ag5ubgy9kwu?c=131534#tab=entryForm>).
 - (4) **Princeton University Covid Testing Program** – All IAC users must participate in and be in good standing with the IAC's Covid Testing Program: <https://covid.princeton.edu/testing>

- IAC users must **wear a face covering** at all times.
- IAC users must **wear clean gloves** within the IAC while operating equipment.
- IAC users must **dispose of used gloves** after using IAC equipment.
- IAC users must **remain at least six feet** from other users at all times.
- IAC users must **wash hands for +30 seconds** before and after instrument use.
- IAC users must **avoid person-to-person contact**, including handshakes.
- IAC allows **only one user per laboratory room at a time** (min. density of 1 person per 125 ft²).
- IAC users must abide by the occupancy limits posted for each lab (one user per lab).
- IAC users are permitted at most, **one user per laboratory room** at a time.
- IAC users must **check the status of individual tools and reserve instrument time and prior to visiting the IAC** using the calendar system.
- IAC users must **allow a one-hour buffer between instrument use** by consecutive users.

Technical Considerations:

- The IAC is gradually implementing virtual instrument training on a limited basis.
- The IAC encourages users to drop off samples for assisted analysis by the IAC's experienced staff.
- IAC staff is available on a staggered, rotating schedule with half of the staff on-site and half off-site. The off-site staff are available to answer technical questions *via* phone, email, and FaceTime.
- The IAC recommends that each research group send one experienced researcher at a time to conduct research within the IAC.

IAC Sanitation Efforts:

- The IAC has increased sanitation efforts including disinfecting login terminals, doorknobs, keyboards, high-contact surfaces etc.
- IAC users are encouraged to bring their own hand sanitizer and to use it frequently.
- Upon request, the IAC will provide disinfectant for users to sanitize keyboards and surfaces.
- Handwashing guidelines have been posted throughout the IAC – please follow these guidelines.

Continuity of IAC Operations:

- The IAC will attempt to accommodate its users as best as possible during this time. However, due to the rapidly changing status, please feel free to contact the IAC with any questions you have.

Campus Resources:

- **EHS Safe Practices for Resumption of Research:**
Link: <https://putrain.learn.com/learncenter.asp?id=178409&sessionid=&page=304>
- **Return to Campus Questionnaire:**
Link: <https://veoci.com/veoci/p/form/r996ddge9bzz#tab=entryForm>
- **Princeton University Symptom Tracker:**
Link: <https://veoci.com/veoci/p/form/7ag5ubgy9kwu?c=131534#tab=entryForm>
- **Princeton University Coronavirus FAQs:**
Link: <https://emergency.princeton.edu/coronavirus-faq-faculty-staff>
- **Princeton University Health Services:**
Email: communityhealth@princeton.edu
- **Teladoc Web Link:**
Link: <https://member.teladoc.com/princeton>
- **Princeton university Emergency Management Website:**
Link: <https://emergency.princeton.edu/>

- **Center for Disease Control:**

Link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

IAC Emergency and General Contact Information:

- **Nan Yao:** Office (609) 258-6394; Cell (908) 922-2236 Email: nyao@princeton.edu
- **Daniel Gregory:** Office (609) 258-7956; Cell (302) 542-3182 Email: dg32@princeton.edu
 - **Instruments:** Rheometers, TGA-GC/MS, UV-Vis, DSC-DMA, XRD, XPS, FTIR, PL, Xradia Microscope
- **Paul Shao:** Office (609) 258-3851; Cell (847) 721-0861 Email: pshao@princeton.edu
 - **Instruments:** TEM, Cryo-TEM, EDS, Raman, Ellipsometry, XRD
- **John Schreiber:** Office (609) 258-0034; Cell (215) 431-4670 Email: js51@princeton.edu
 - **Instruments:** TEM, SEM, FIB, Cryo-TEM, AFMs, EDS, XRD, XPS
- **Denis Potapenko:** Office (609) 258-7955; Cell (718) 551-6810 Email: denisp@princeton.edu
 - **Instruments:** XPS, Xradia Microscope, AFMs, XRD, TGA-GC/MS, UV-Vis, DSC-DMA, XRD, Raman, FTIR, PL
- **Guangming Cheng:** Office (609) 258-3457; Cell (919) 601-0683 Email: gcheng2@princeton.edu
 - **Instruments:** TEM, FIB, AFMs, SEM