

Rutgers Business School

Telecommuting Plan



Disclaimer: This RBS Telecommuting Guide is to be used as a supplement to the comprehensive Returning to Rutgers Guide and is designed to introduce operational policies and procedures specific to RBS. For more information about general health and safety guidelines throughout the University, please read the Returning to Rutgers Guide, which can be found in the following link: <https://coronavirus.rutgers.edu/returning-to-rutgers-guidebook/>



In the midst of the ongoing COVID-19 pandemic, Rutgers University, Institutional Planning and Operations (IP&O), and the RBS leadership team developed this guide to assist faculty and staff during the telecommuting period. Measures were implemented to ensure compliance with statewide health and safety regulations, and our internal protocols exceed state requirements.

The health and safety of Rutgers Business School learning community is our top priority. The purpose of this document is to explain various enhanced modifications implemented at both 1 Washington Park and 100 Rockefeller Road. These changes include revised cleaning protocols, PPE guidelines, and COVID-19-related resources.

Feel free to share your comments, questions, suggestions, and or concerns by emailing RBS-Facilities@business.rutgers.edu with “Fall 2020” in the subject line.

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Workplace Expectations

1. **Shared Responsibility:** As quoted in the Returning to Rutgers Guide, “The health and safety of the people who come to Rutgers is a **shared responsibility**.” The University established guidelines, policies, and requirements to ensure the health and safety of our students and employees. Everyone “must work collectively to take precautions, practice safe behavior, and observe social distancing measures.” Please see the Returning to Rutgers Guide, page 12, version 8/13/2020*.
2. **Health Self-Assessment Checklist:** [My Campus Pass System Checker](#), an online tool that is integrated into the [Rutgers Portal](#), should be submitted prior to traveling to Campus each day. The first time, click on the “**Get My Campus Pass**” button on your dashboard home page. You will be asked to complete a symptom survey, and list any Rutgers building you plan to enter that day. Once you submit your survey, you will receive an immediate notification as to whether or not you have been cleared for entry. For future visits to campus, please click the “Update my survey” button on your myRutgers dashboard and resubmit the survey to be cleared for another onsite visit.
3. **PPE Guidelines:** Effective July 2020, anyone entering a university building is required to wear a mask or face covering. Individuals entering a common area, which includes all classrooms, hallways, stairwells, suite spaces, elevators, lounges, and restrooms must wear a face mask. Faculty teaching at either 100RR or 1WP must wear a face mask while in class. Faculty and staff are permitted to take their masks off while in their personal office with the door closed.
 - a. For **face mask covering types and instructions**, see the Returning to Rutgers Guide, page 56, version 8/13/2020*.
 - b. **Face shields** cannot be worn in replacement of a face mask.
 - c. **Mask filters** are not a requirement if cloth masks are washed regularly. See the Returning to Rutgers Guide, page 58, version 8/13/2020*. The following [product](#) is suggested and can be purchased through Amazon as a Marketplace punchout supplier.
4. **Notifying RBS Facilities of Onsite Activity:** If you plan to visit an RBS building during the telecommuting period (September 1 to December 31, 2020), please complete the [Building Activity Log](#) survey at least 24-business hours in advance.
5. If you are planning to use or need **access to a classroom**, please contact the Office of Technology & Instructional Services (OTIS) **Help Desk** helpdesk@business.rutgers.edu in advance to make arrangements. In addition, remote tech support is available weekdays, from 8:30AM – 8:00PM.

Visitors with a legitimate business purpose that cannot be accomplished remotely must be registered each day using the **University Visitor Log** (<http://visitorlog.rutgers.edu>). This step is required for all guests and must be completed by the sponsoring department/employee. RBS employees must also report visitors when submitting their building activity.

Students are not permitted in the building without an appointment. PhD building and card swipe access is limited to weekdays only. Please see page 6 for more information on Campus resources such as computer labs, dining options, etc.
6. **Proper Identification:** Rutgers ID Cards must be worn and visible at all times while on Rutgers property. Please see Returning to Rutgers Guide, page 28, Version 8/13/2020*.
7. As always, in the event of **emergency**, please dial 9-1-1. For **non-emergencies**, please contact RUPD:

- a. New Brunswick: (732) 932-7211 OR Text "RUNB" and your message to 69050
- b. Newark: (973) 353-5111 OR Text "RUNWK" and your message to 69050

Building Resources and Guidelines

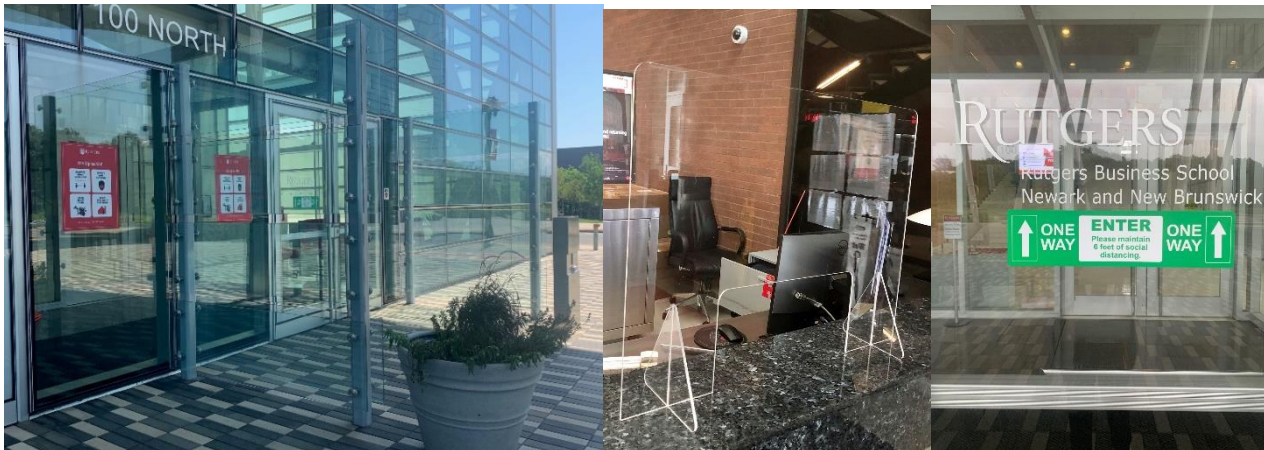
- 1. **Building Access: Both, 1 WP and 100 ROCK are only accessible via swipe access only.** If you have any issues or access concerns, please contact RBS-Facilities@business.rutgers.edu.

- 2. **Security at Front Desk:** Security personnel will be available at the front/concierge desk during the times indicated below. Additionally, security personnel will conduct walkthroughs throughout the day.
 - c. 1 Washington Park:

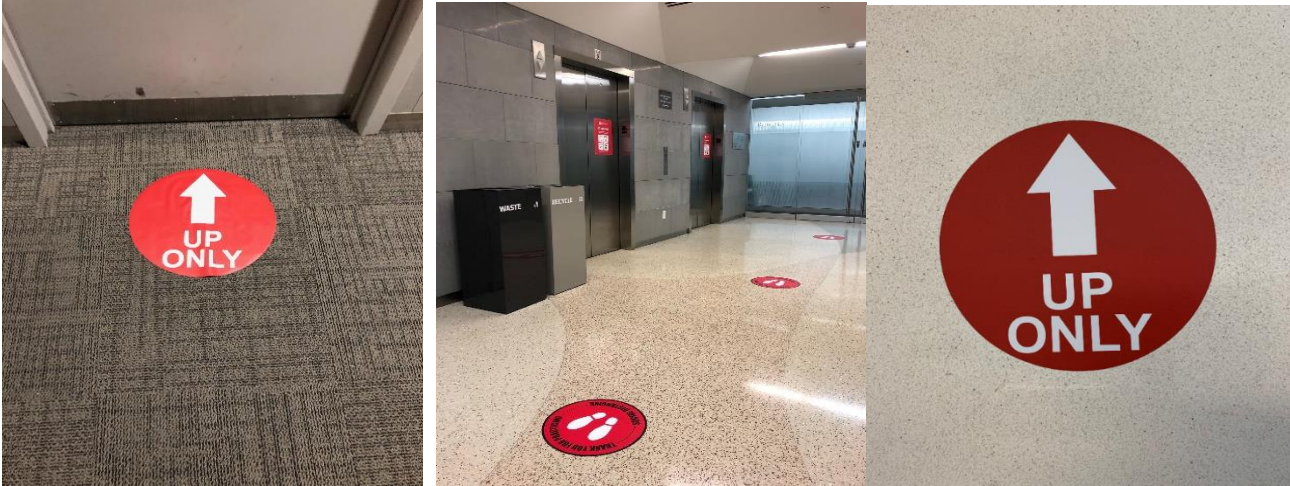
Monday – Thursdays: 7:30AM – 9:00PM
Fridays: 7:30AM – 6:00PM

 - d. 100RR:

Monday – Friday: 8:30AM – 4:00PM



- 3. **Stairwells**
To enforce social distancing measures, one-way directional travel is installed in both RBS buildings. Please see images below for depiction of one-way travel signs.
 - a. **1WP:** East Emergency stairwells are to be used to travel up to higher level floors. West Emergency stairwells are to be used to go down. This one-way system has been implemented on all building floors, including Fidelco tenants. The glass staircase can be used in either direction.
 - b. **100 Rockefeller Road:** Emergency Stairwells 1 and 5 are for travelling up the stairs to higher level floors. Emergency stairwells 2, 3, 4 and the Rockefeller Road staircase are to be used only when traveling down. The Grand staircase can be used in either direction, as indicated by the floor decals.



4. Designated Meeting Space

All RBS courses and academic support services will be offered primarily remotely for the Fall. To mitigate the spread of COVID-19, we strongly encourage meetings online, including real-time virtual advisement and “live chat” opportunities, whenever possible. In rare instances, when virtual meetings are not suitable, designated spaces can be used for face-to-face advisement/meetings. The rooms must be reserved 24 hours in advance and are available on a first-come, first-served basis by emailing RBS-Facilities@business.rutgers.edu.

- a. **100 RR: First Floor Team rooms**
- b. **1WP: 103, 226, and 228**
(Additional meeting spaces will be identified as needed)

RBS faculty and staff are reminded to always wear face coverings and maintain social distancing guidelines when conducting in-person meetings. As an additional precaution, plexi “sneeze guards” have been placed in these meeting rooms.

5. Mail Services

- a. Incoming mail is distributed on a weekly basis.
- b. Packages and express envelopes are delivered Monday through Friday. The recipients are contacted by email and may collect their packages from the mailroom.
- c. Incoming packages addressed to OTIS are delivered directly to Suite 4026 in NB daily.
- d. If you or your department is expecting a large or time-sensitive delivery, please contact RBS-Facilities@business.rutgers.edu in advance, so we can make special arrangements to satisfy your needs.
- e. Outgoing mail and packages (up to 30 lbs.) are picked up weekly and should be accompanied by a completed [metering request form](#). For further assistance, please contact Nancy Kiley (100RR) or Daquan Dorsey (1WP) via RBS-Facilities@business.rutgers.edu.

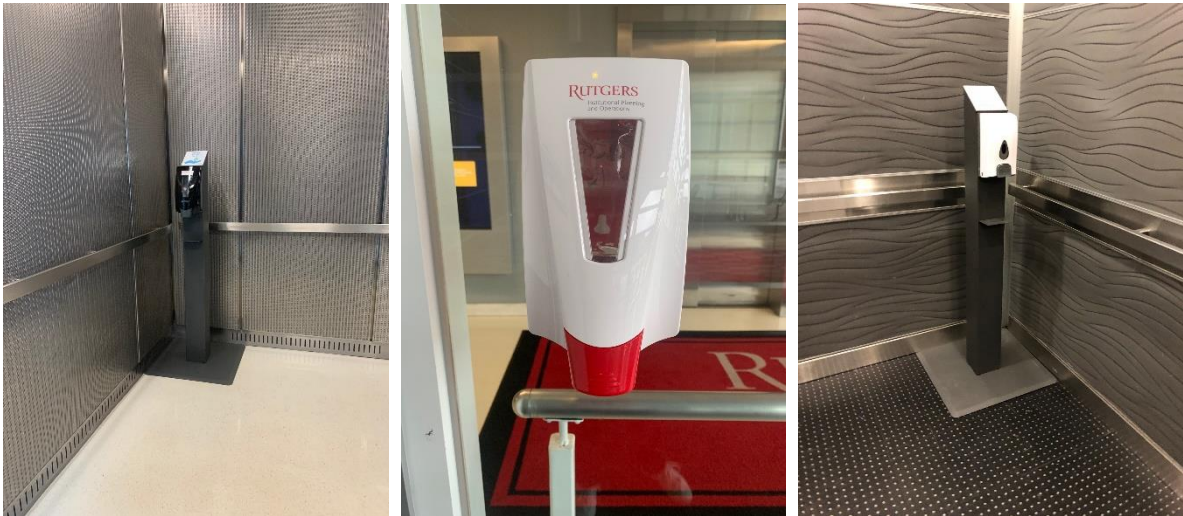
6. Building Maintenance

- a. Maintenance staff will ensure that ventilation in systems continues to operate and will be replacing building air system filters on an increased schedule. (Page 118 of 384, Returning to Rutgers Guide, version 8/13/2020)

- b. For any issues or concerns related to the building, please email: RBS-Facilities@business.rutgers.edu.

7. Cleaning/Disinfecting

- a. The cleanliness of our facilities is everyone's responsibility. Please dispose all hand wipes, facemasks and other trash properly.
- b. Custodial Services are cleaning and disinfecting all **common areas and high-touch surfaces** in common areas continuously throughout the day. (Page 14 of 384, Returning to Rutgers Guide, version 8/13/2020)
- c. Each department is responsible for ordering their own cleaning and disinfecting supplies. Click [here](#) for a list of recommended disinfectants available on Rutgers Marketplace.
- d. Additional hand sanitizers have been installed by the entrances of each building as well as inside the elevator cars. If any of these sanitizers are out or low on supplies, please contact rbs-facilities@business.rutgers.edu.



University Resources

1. **Returning to Rutgers Guide:**
<https://ipo.rutgers.edu/sites/default/files/2020%200618%20Returning%20to%20Rutgers.pdf> *
2. **IP&O Warehouse Disinfecting Product List:**
<https://rutgers.box.com/s/oky2zasnukbmfagsq6gu4ofgbj6mit82>
3. **State Mandated COVID-19 Training (mandatory for all employees):** <https://rutgersu.percipio.com>
4. **Available Campus Resources** (Page 124 of 384, Returning to Rutgers Guide, version 8/13/2020)
 - a. Newark
 - i. Dana Cotton Library
 - ii. Paul Robeson Campus Center
 - iii. Starbucks (1 Washington Park, Closed beginning 10/2/2020)
 - b. New Brunswick

The RU-NB Chancellor's Office is working with University Libraries to identify spaces that will be open for students. Information on this will be available soon. Please check the University's <http://coronavirus.rutgers.edu> as the FAQs are updated regularly.