



RUTGERS

Institutional Planning and Operations

# IP&O FAST

## Facilities **A**ssessment **S**pecial **T**eams

Supporting our Return to Rutgers

July 15, 2020

SUPPORTING TODAY, ENVISIONING TOMORROW.

# Returning to Rutgers

- What are Rutgers plans for the Fall? Spring?
  - coronavirus.rutgers.edu is *the* Rutgers resource for the most current information on academic instruction, research, resources, health and safety, FAQs, and the Returning to Rutgers Guide
  - All information is subject to update as more information about the virus and its public health implications become known

## Our Plans for Fall 2020

July 6, 2020

Jonathan Holloway, President, Rutgers University

After careful consideration, Rutgers is planning for a fall 2020 semester that will combine a majority of remotely delivered courses with a limited number of in-person classes. The chancellor's will each distribute messages that provide additional details for their respective communities. Please note that the university has not made any decisions regarding winter session or the spring semester.

[Read President Holloway's full message](#)



### Returning to Rutgers

June 19, 2020  
Antonio Calcaedo,  
Executive Vice President  
for Strategic Planning and  
Operations and Chief  
Operating Officer

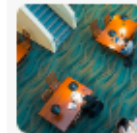
On behalf of the COVID-19 Task Force and with thanks to hundreds of people at Rutgers who have contributed to the effort, I am sharing with you [Return to Rutgers](#), the current plan for repopulating Rutgers. This document outlines some principles, practices, and protocols that are applicable throughout the university.

[Read Antonio Calcaedo's message about this resource.](#)



### Academic Instruction

For the fall 2020 semester, the majority of [undergraduate courses](#) will be delivered remotely. [Graduate and professional education](#) will return to a combination of in-person and remote education.



### Prepare for Fall 2020

For details on the upcoming semester and directions to resources that can answer your questions, visit your respective campus website:

- [Rutgers University- New Brunswick](#)
- [Rutgers Biomedical and Health Sciences](#)
- [Rutgers University- Newark](#)
- [Rutgers University- Camden](#)



### Health & Safety

The [health and safety](#) of all members of our community is a shared responsibility. Learn about the requirements for social distancing, face coverings, and other preventative practices to which everyone at the university must adhere.



### Research

Rutgers released [its plan](#) to restore and repopulate research at the university.



### Administrative Functions

Learn about the [plan](#) for



### Resources

Find health and safety poster samples, visitor log forms, [assistance on face](#)



### FAQ

Get answers to your questions on health and campus safety [research](#)

# Returning to Rutgers

- Who will be responsible for a safe return?
  - All members of the Rutgers community must work together for a safe return
  - The health and safety of the people who come to Rutgers is a shared responsibility
  - All involved must work collectively to take precautions, practice safe behavior, and observe social distancing measures



# Returning to Rutgers

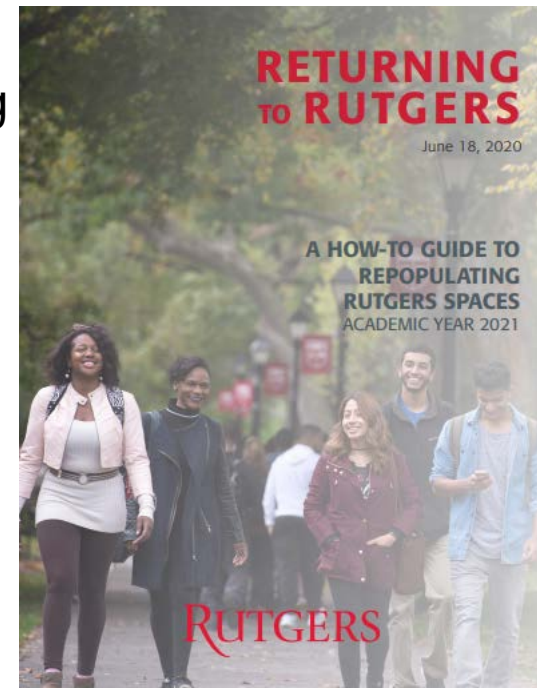
- How can members of the Rutgers community undertake a safe return?
  - Engage *vigorously* in the Four W's
    - **W**ear a face covering
    - **W**atch your distance
    - **W**ash your hands
    - **W**ellness – assess your health and stay home if you may be sick



# Returning to Rutgers

- What can members of the Rutgers community do to prepare for returning to Rutgers?
  - Read the Returning to Rutgers Guide – this can provide answers to many questions
  - Refer to communications from the president, University Human Resources, Institutional Planning and Operations, your chancellor, your department head
  - Understand that the primary method of reducing transmission of the virus is reduction of on-campus population
    - Remote delivery of instruction
    - Limited occupancy of housing buildings
    - Staggered schedules in offices
    - Restrictions on visitors and events
    - Reduced occupancy in spaces

Institutional Planning and Operations



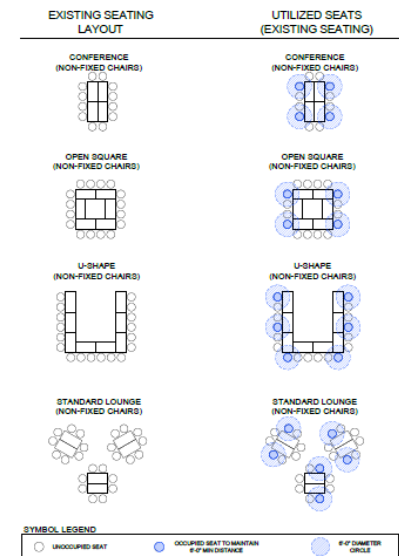
# Preparing Buildings

- What is Rutgers doing to prepare buildings?
  - Signage providing visual cues for circulation (entrances, elevators, stairs), social distancing, and “The 4 W’s” will be provided in public spaces
  - Protective acrylic barriers will be provided at greeting locations, food services locations, and transactions stations
  - Hand sanitizer dispensers will be provided in public spaces
  - HVAC systems will be checked for proper operations
  - Enhanced cleaning will continue
- My department needs some help preparing for returning to Rutgers. What can I do?
  - Speak to your supervisor and coordinate with your department head
  - Help is available from Institutional Planning and Operations

# IP&O FAST Response

- What is IP&O FAST Response?
  - Institutional Planning and Operations has organized special teams and developed a process to assist departments with preparation of spaces to return to Rutgers
  - It begins with department heads, as they know their spaces and operations best. If assistance in evaluation of space or implementation of protective measures is needed, the department head should speak to their respective dean, director, or vice president
  - 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

RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE



# IP&O FAST Response

- How can my department get a FAST Response?
  - Again – departmental needs must be coordinated – FAST Responses are not for individual staff or faculty requests
  - Once a request is deemed appropriate by a dean, director, or vice presidents (or their appropriate representatives) the University Facilities Service Call Center should be contacted
    - 848 445-1234 (this number covers all university locations)
    - Visit <https://ipo.rutgers.edu/facilities> and click on Submit a Maintenance Request



[Click here to submit a Maintenance Request.](#)

## Submit A Maintenance Request

Is this request related to COVID?  Yes

Campus\*

Building Number / Name\*

Room # / Floor / Description

Phone Number\*

Requester's Email\*

Is this a Classroom?  Yes

Description\*

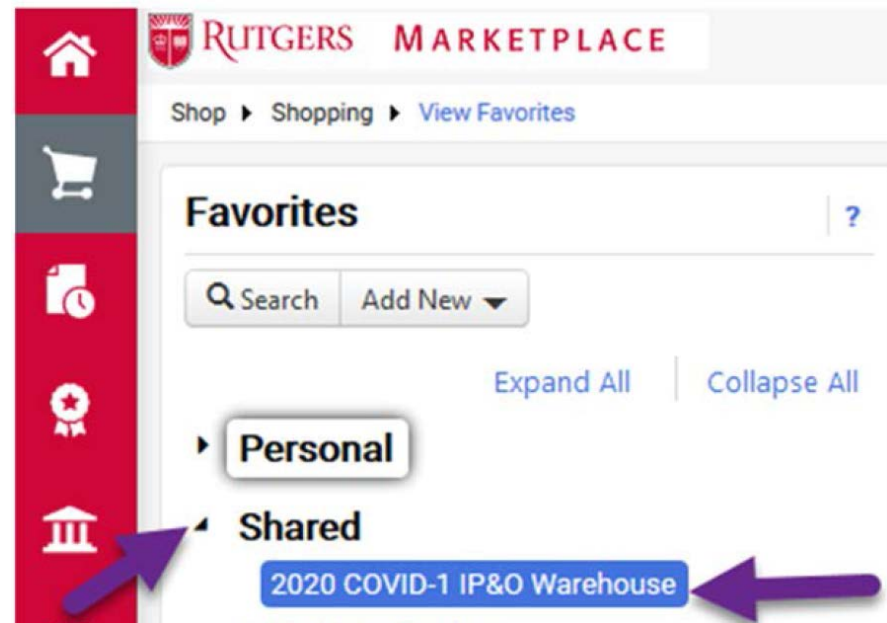


# IP&O FAST Response

- Is there a charge or fee for a FAST Response?
  - Consultation will be provided at no cost, and safety measures covering public areas will be provided at no cost
  - Materials, services, and supplies that are ordered for departmental space will be charged to the department, as well as relocation or storage of furniture
- What can I expect from a FAST Response?
  - A project manager (PM) will be assigned, and will contact the requestor
    - The PM will assess needs and may call upon Planning, Development, and Design, REHS, University Facilities, Business Services, or University Public Safety if needed
    - The PM will evaluate physical space to offer advice and solutions to create a protective environment
    - Construction renovations and systems modifications or upgrades are not provided as part of the IP&O Fast Response

# IP&O Warehouse

- I don't need a FAST Response – just some supplies?
  - A wide variety of supplies are available for order directly – no FAST Response needed
    - The IP&O Warehouse is an internal supplier on RU Marketplace (IPO: Supply Center General Stores)
    - In Marketplace search the 2020 COVID-1 IP&O Warehouse folder to find supplies like:
      - Face coverings
      - Floor decals
      - Hand sanitizer dispensers
      - Acrylic dividers
      - Signs
      - Tape stanchions



## IP&O Warehouse (con't)

- I don't need a FAST Response – just some supplies?
  - The university will be providing reusable cloth face coverings for faculty and staff
    - Five face coverings for each employee will be provided at no cost
    - Distribution will be coordinated with chancellors' and vice presidents' offices
    - Employees are not required to use the provided coverings- employees may provide their own paper or cloth face coverings
  - Rutgers-branded merchandise, including face coverings, can be ordered at [swag.rutgers.edu](http://swag.rutgers.edu)
  - Some graphics downloads are also available at [coronavirus.rutgers.edu](http://coronavirus.rutgers.edu)





RUTGERS

Institutional Planning and Operations

SUPPORTING TODAY, ENVISIONING TOMORROW.