

PRINCETON UNIVERSITY

Office of the Dean of the Faculty

Office of the Dean for Research

Office of the Dean of the Graduate School

To: Assistant, Associate and Full Professors; Senior Lecturers; Dept. Chairs; Dept. Managers in Divisions I and II

From: Sanjeev R. Kulkarni, Dean of the Faculty

Pablo G. Debenedetti, Dean for Research

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Subject: Next Steps in Resumption of Activities

Date: December 1, 2020

Dear colleagues,

We are writing to provide important information about next steps in the resumption of activities.

Background

As you know, President Eisgruber has [invited](#) our undergraduate students back to campus for the spring term. The return of undergraduate students will occur under strict conditions, including requirements to sign a [Social Contract](#) and quarantine upon arrival on campus, prohibitions on parties and hosting visitors, and strict restrictions on travel. As President Eisgruber noted in the letter announcing the decision, this fall “we cultivated strong public health norms and practices on the Princeton campus; monitored and learned from experiences with the virus at Princeton and elsewhere; and established an on-campus testing laboratory.” The licensing of our testing laboratory was an important development because it will reduce our dependence on outside vendors, and thus facilitate faster turnaround times for the majority of our tests. We believe our capacity to provide comprehensive testing and robust contact tracing, when coupled with strict adherence to health and public safety measures, including wearing [face coverings](#) and maintaining [social distancing](#), will allow the campus community to engage in a range of scholarly activities under more favorable conditions than have hitherto been possible. It is in this spirit that we write to you today.

The resumption information provided below involves primarily faculty, graduate students and post-doctoral researchers.

We are prioritizing the return to campus of those graduate students and post-docs whose living conditions are an impediment to their work. We thus ask faculty and researchers to continue working from home **if they can do so effectively**. Please note that this is a change with respect to our previous policy, which was that work that can be done remotely **must** be done

remotely. In other words, we are proceeding with resumption of activities, but **we ask for continued cooperation from the campus community, especially faculty, in helping us keep our campus density as low as possible.**

Changes that Affect Tenured and Tenure-Track Faculty and Senior Lecturers

Assistant, Associate and Full Professors, as well as Senior Lecturers who need to use their office **as a single-occupancy space** will be allowed to do so, **but are strongly encouraged to work from home if they can do so.** The authorization process for faculty use of their on-campus office is very simple (see below), and does not require faculty to provide a justification.

Access to Departmental Space for Graduate Students, Post-Docs and Other DOF Appointees

If working remotely is a major impediment to progress of their research and/or teaching, individuals should contact their department manager. However, as mentioned above, priority will be given to graduate students and post-docs. Departments will develop eligibility criteria and plans for managing shared spaces in support of teaching, advising and research that **conform with strict health and safety protocols** (see below for details).

Implementation Process

- Assistant, Associate, Full Professors and Senior Lecturers who need to use their private offices **as single-occupancy spaces** must notify the department manager of their intent to resume on-campus activity before returning to their offices. **We continue to encourage faculty to work from their home whenever possible.**
- The Office of the Executive Vice President will provide department managers with a spreadsheet of all department personnel (tenured and tenure-track faculty, senior lecturers, instructors, lecturers, postdocs and other researchers, and administrative and support staff) to allow simple and accurate listing of personnel who will be on campus, and of personnel who need to be enrolled in the COVID-19 testing program because they will be teaching in person or be on campus at least eight hours per week. Questions may be directed to covidresumption@princeton.edu.
- The Office of the Executive Vice President will provide each department manager with a template to request the use of shared spaces in support of teaching, advising, and research (e.g., graduate students, post-docs, researchers, instructors, lecturers). Departments are expected to develop their own criteria for managing such spaces and will be required to describe the proposed activities and the ways in which the space will be reserved, managed, monitored, and disinfected between uses. Questions may be directed to covidresumption@princeton.edu.
- Once plans are approved, department leadership must communicate with members of their department about the process, eligibility and schedule for utilizing the approved spaces.
- All individuals coming to campus (whether just once or regularly) must do the following:

- Complete mandatory online training “[Safe Practices for the Resumption of On-Campus Operations](#)” from the Employee Learning Center. (Note: All enrolled graduate students have already completed mandatory training for students as a condition for enrollment this academic year, so the training requirement is already satisfied for them.)
 - Complete a COVID-19 [Daily Symptom Check](#) each day they are scheduled or plan to come to campus,
 - Participate in the [COVID-19 asymptomatic testing](#) program if on campus more than eight hours per week, or teaching in person.
- Department managers should identify all individuals in their department who have requested access to Firestone Library and branch libraries. Any member of the campus community who has completed the online COVID training and has an active University ID will continue to be able to use the libraries’ pickup services.
 - The [Princeton Playbook: Phased Resumption of On Campus Operations](#) is a comprehensive resource for workplace policies and guidelines across campus.
 - The [Plan for the Phased Resumption of On-Campus Research](#) has been updated with new guidance on the use of offices and workspaces by researchers, and other health and safety guidelines.

In closing, we remind you that our policies are informed by developments related to the pandemic, and may change and become more restrictive if circumstances warrant. This includes the possibility of having to “lock down” all or parts of the campus for extended periods because of high infection rates at the University or in the surrounding community.

With all good wishes,

Sanj, Cole and Pablo