Task Force: Facilities, Building Operations & Infrastructure
For Opening Campus Facilities:
Requirements for Expanding Access to Level 2

Please note these are MINIMUM REQUIREMENTS for HUC-JIR Level 2. If your state, city, county, or country require additional requirements, they must be met as well.

**Level 2 includes LIMITED VOLUNTARY access to preapproved HUC-JIR staff, faculty and students, small group gatherings and limited access by the public.**

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<th>MOVE TO LEVEL 2</th>
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<td><strong>Level 1 Minimum Requirements</strong></td>
<td>• All Level 1 Minimum Requirements must be kept in place</td>
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| **Review and Evaluation of Level 1 Practices and Procedures** | • Review and evaluation by campus dean, facilities manager, and in some cases facilities manager and/or program directors (e.g. NY Soup Kitchen Coordinator, Director of the Skirball Museum, Director of Libraries, Executive Director of the AJA, etc.) of the status of current practices and procedures during Level 1 reopening  
  ➢ Are the minimum requirements being met on a daily basis?  
  ➢ Are there any practices that need to be changed or adjusted to accommodate efficiencies in the implementation of Level 1?  
  • Once the evaluation has occurred and any necessary changes have been made, consideration can be made for moving to Level 2. |
| **Additional Level 2 basic practices and procedures for small group gatherings and limited entry by some public stakeholders** | • Determine the maximum number of people a room and/or building can accommodate.  
  ➢ Number of people should not exceed the lesser of 25% of capacity or 18 people, based on the physical space and the ability to maintain safe social distancing (6 feet) at all times.  
  ➢ Maximum number of people in an area (building/room) should be posted.  
  • Masks must be worn during gatherings, except while eating outside (see food requirements below).  
  • Implement a system to schedule a small number of public visitors to a specific HUC-JIR facility/building, have them complete the HUC-JIR Covid checklist, and take their temperatures upon entering the facility.  
  • Ensure the current maintenance, security, and cleaning staff can accommodate additional stakeholder visitors and small group meetings. |
| Level 2: Catering, Food & Drinks | The College-Institute will not cater any meals or supply any food or drinks to any visitors or small group gatherings at this time.  
  ➢ Indoor gatherings: Individuals can bring their own bottled drinks  
  ➢ Outdoor gatherings: Individuals can bring their own drinks, food that does not require preparation and utensils. |
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| Approval for Level 2 Activities | Campus Dean or Program Director will complete a Level 2 opening form and notify the President, CFO or Provost that a facility is prepared to move to Level 2 before allowing for Level 2 events, including opening to the public.  
If the campus or facility will hold events not previously contemplated or is allowing entry to new stakeholders, a new Level 2 form should be completed and submitted to the President, CFO or Provost for approval. |