

ISERP Guidelines for Student Space

Fall 2020

The Institute for Social and Economic Research and Policy will provide carrel space to graduate students in the social science departments as collaborative space. Departments will be allocated carrel spaces based on their request and availability. **Due to COVID-19 social distancing and space capacity requirements there are limited amount of carrels and seating options available.** Students will be assigned a specific carrel/workstation/seat and cannot share the assigned space, move to a different carrel, or invite other students into IAB2. A student who receives an assigned carrel/workstation will be required to reserve the space via YARooms. At any time, an ISERP administered project may require the relinquishment of a student carrel(s). ISERP will work with departments to provide as much notice in such instances.

In addition to the carrel space, the IAB 270 Suite provides a common area with a refrigerator, microwave, and sink that are available for use. ISERP is providing antibacterial cleaner, gloves, wipes, and hand sanitizer. Each student is responsible for wiping down the space after each use. There will be two assigned seats in the lounge area if you are using the pantry area or lounge to have your meals you must observe the 6ft social distancing requirement. You can remove your mask to have your meals and you must wipe down the area after each use.

The space will be allocated under the following guidelines:

- 1) Students must follow the [COVID-19 Public Health Protocols](#)
- 2) Upon completing the above, students will need to check-in via the [ReopenCU COVID-19 Symptom Self-check App](#)
- 3) Students are required to reserve their assigned carrel/workstation/seat at least 24 hours in advance. Reservations and instructions can be found on our website <http://iserp.columbia.edu/iserp-workstations>
- 4) Students will follow University guidelines for social distancing
- 5) Face masks must be worn in all common areas
- 6) Carrel spaces should not be viewed as permanent space
- 7) Students will wipe down surfaces they are in contact with using disinfecting wipes provided by ISERP
- 8) Students should not store items in desk drawers, keys will not be provided in compliance with the collaborative space requirement
- 9) In the event that the University is required to reduce capacity on campus, students will need to be prepared to vacate the space with their belongings. We recommend that students not keep items beyond the most essential needs to complete their work
- 10) Departments will coordinate occupancy with ISERP's Administrative Unit
- 11) Carrel space will be reevaluated on a semester by semester basis
- 12) Departments cannot reallocate student space to staff, faculty, visitors or employees
- 13) Students will be provided an access code to enter the 270 suite and swipe access to the IAB 2 Extension
- 14) Students cannot use carrel space to hold TA hours
- 15) Students will be respectful of other students and researchers in the space
- 16) Students who wish to listen to music or videos should comply with a headphones-only experience
- 17) Conversations on cellphones is prohibited in the open area

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- 18) Students are responsible for their personal items
- 19) Students should communicate maintenance issues, such as lights being out, equipment not working, etc. to via email at iserp@columbia.edu.