

## UNIT PLAYBOOK

This playbook is to be used in addition to the University [policies](#) and [NDR Guidelines](#).

1. Unit name: **Institute for Advanced Study**
2. Building and Floor: Flanner Hall 11 West
3. Name of any other units sharing space: Keough School of Global Affairs (Flanner Hall 11 East)
4. Please provide the names of your faculty, staff, students and postdocs who will regularly work in your space. Staff must have an approved “partial” or “essential” workspace assignment to work more than a few hours on campus each week.

Name	Title	Room	Room use schedule
Ted Chiang	Visiting Fellow	Flanner 1110	M-F business hours but only Fall semester week 6 & 14
Aaron Michka	Visiting Fellow	Flanner 1111	M-F business hours
Robert Orsi	Visiting Fellow	Flanner 1112	Occupancy not scheduled until January 2021
Meghan Sullivan	Director	Flanner 1113	M-F business hours
Denise Walsh	Visiting Fellow	Flanner 1114	M-F business hours
Katlyn Carter	Visiting Fellow	Flanner 1115	M-F business hours
Thomas Simpson	Visiting Fellow	Flanner 1116	Occupancy not scheduled until January 2021
Sara Konrath	Visiting Fellow	Flanner 1117	M-F business hours
Hollie Nyseth Brehm	Visiting Fellow	Flanner 1119	M-F business hours
Walter Scheirer	Visiting Fellow	Flanner 1120	M-F business hours
Peter Buttigieg	Visiting Fellow	Flanner 1121	M-F business hours
Paul Blaschko	Asst. Director	Flanner 1122	M-F business hours
Kristian Olsen	Program Manager	Flanner 1123	partial occupancy; varying M–F business hours for Fellow support
Carolyn Sherman	Program Manager	Flanner 1124	remote; varying M–F business hours for Fellow support
Michael Robilliard	Visiting Fellow	Flanner 1147	M-F business hours
Barbara Lauriat	Visiting Fellow	Flanner 1148	M-F business hours
Mutale Nkonde	Visiting Fellow	Flanner 1148	will occupy room January 2021
Richard Lieder	Visiting Fellow		ILLI remote until January 2021

Undergraduates: NDIAS undergrads will be part of a weekly F2F class, scheduled in a classroom on campus. Meetings with their researchers will be a combination of email, Zoom, office hour appointments as needed depending on the projects and preferred workstyles of the pairs. All student meetings are to be held 6ft apart. NDIAS fellow offices are big enough to accommodate two people in them. Masks must be worn and open doors are recommended. Students will receive instructions on these guidelines at the NDIAS orientation. If the Institute goes remote, then their projects will as well.

5. Masks must be worn in shared office spaces whenever there is more than one person present. Some shared spaces may now have a posted occupancy less than the number of people who may have worked in that same before. How will you manage the shared office spaces or rooms?
  - IAS proposes to have no shared occupancy offices or rooms.
  - Floor printers and kitchen spaces will be single-person occupancy, and users will be required to disinfect touched surfaces after use. There will be no assigned user times for these spaces. A single-line, socially distanced queue will form when other users need the space. No seating will be available in this space to encourage the user to return to her or his private office (for meals, reading, etc.).
    - Priority for this space is for printer needs and quick-access use (refrigerators, microwaves);
    - Users who have kitchen items that require cleaning (e.g., mugs, glasses, reusable lunch containers, personal coffee makers) should wait until a low-use time before using this space to clean their items, or consider transporting these items home for cleaning.
  - Hallway passage spaces will not be unidirectional; users are required to wear a mask when transiting in this space.
6. Some staff have been given a workspace assignment of “remote”. This designation does allow staff with an occasional business need to be on-campus. How will you manage any remote staff?

Remote staff will have regular check-ins via email and Zoom with the director, sub-directors, staff, and fellows. Remote staff will use the single-occupancy office occasionally as the Institute needs and in accordance with remote staff health and safety.

7. Please detail how you will manage the regular activities of your unit that require participation from multiple participants. Be sure to include how you will organize regular seminars, team meetings, student meetings and collaboration, etc.
  - The central Weekly Fellows Seminar will be conducted in a C19-occupancy 2020-cohort-size approved space (Media room in Corbett Family Hall). Moreover, this room has built-in media transmission capabilities that permit simultaneous remote participation from Fellows and guests. Fellows have the option to elect to attend the seminar remotely.
  - Other planned additional events are included in the table below. The list includes regular seminar times only when visitors are present. Please note that all spaces are within COVID-19 guidelines for maximum occupancy and hybrid use.

Date	Title	Location	# Attendees	Notes
9/22	Ted Chiang — Fellows	130/132 Corbett Family Hall	12	part of regular IAS fellows seminar
9/22	Ted Chiang: Tech Ethics Course	DBART 116	16	part of regular Chiang Seminar course
9/24	Ted Chiang — Grad fellows	130/132 Corbett Family Hall	16	part of regular grad fellows seminar
11/10	Ted Chiang — Fellows	130/132 Corbett Family Hall	12	part of regular IAS fellows seminar
11/10	Ted Chiang: Tech Ethics Course	DBART 116	16	part of regular Chiang Seminar course
11/12	Ted Chiang — Grad fellows	130/132 Corbett Family Hall	16	part of regular grad fellows seminar
11/13	Susan Choi & Ted Chiang	130/132 Corbett Family Hall	15	author discussion; potentially hybrid remote-F2F event