

2020-21 INI BUILDING INFORMATION, POLICIES & PROCEDURES

TO ENSURE THE SAFETY AND COMFORT OF ALL OCCUPANTS AND MAINTAIN THE APPEARANCE OF THE INI BUILDING, THE FOLLOWING INFORMATION, POLICIES AND PROCEDURES MUST BE OBSERVED BY ALL INI STUDENTS AND VISITORS TO THE INI BUILDING.

COVID-19 MEASURES

In response to the evolving circumstances related to the COVID-19 pandemic, please be aware of the following safety measures.

For the most up-to-date information, please visit the INI All Student HUB Canvas course (www.canvas.cmu.edu/courses/19063) and the CMU COVID-19 Updates website (<https://www.cmu.edu/coronavirus/index.html>).

YOUR TARTAN'S RESPONSIBILITY

As a member of the INI and CMU community, we expect you to adhere to the [Carnegie Mellon Code](#). A Tartan's Responsibility outlines the university's expectations for all CMU students who will resume activities on campus. We all have a shared responsibility to uphold a culture of safety. Whether you are returning to the Pittsburgh campus or arriving for the first time to start your INI program, you agree to adhere to these rules for as long as they are in effect.

Please read the complete *A Tartan's Responsibility*.
<https://www.cmu.edu/coronavirus/students/tartans-responsibility.html>.

Should you find that you are unable or unwilling to comply with these rules at any point in the semester, then, in acknowledgment of your responsibility to the community, you agree to remove yourself from campus immediately and complete your semester remotely. Students who fail to adhere to these rules will be subject to immediate action, which may include revocation of on-campus privileges, and [student conduct action](#).

MINIMUM REQUIREMENTS TO RETURN TO CAMPUS

All INI students must adhere to the university's Minimum Requirements while at the INI building and on campus.

Please read the complete *Minimum Requirements to Return to Campus*:
<https://www.cmu.edu/coronavirus/return/min-requirements.html>

Important highlights:

A. Facial Coverings

Everyone must wear a facial covering at all times both inside and outside of the building. There are some exceptions that apply, such as when eating or drinking. The INI will provide all students with face masks. Contact ini-help@andrew.cmu.edu to schedule a pick-up time.

B. Daily Symptom Self-Assessment

All students are required to complete the Daily Symptom Self-Assessment survey, which includes temperature monitoring. You must complete this survey for each day you plan to come to campus. You are strongly encouraged to complete the survey even on days when you are not planning to be on campus, including weekends. Please look for the daily reminder email in your Inbox with link to the survey.

C. Anyone Who is Sick Must Stay Home

Any student who exhibits COVID-19 symptoms must stay home. If you receive a positive COVID-19 diagnosis, or have been in close contact with a COVID-19 positive individual within the last 14 days, you must inform Community Health and Well-Being at CHWB@andrew.cmu.edu.

D. Physical Distancing

All students must maintain 6 feet (2 meters) distance between themselves while at the INI and on campus, and minimize close contact to no more than 15 minutes. The university conducted a thorough assessment of the INI building and modified all furniture to accommodate and encourage physical distancing. *Do not move the furniture on the student floor.*

E. Hand Washing

Wash your hands often, and every time after coming in contact with high touch surfaces. Use warm water and soap and scrub your hands for at least 20 seconds. If water and soap are not

available, use hand sanitizer with at least 60% alcohol. There are hand sanitizing stations at the entrance and exit on every floor of the INI building.

F. In-Person Meetings

In person meetings are strongly discouraged. All meetings with INI staff and faculty will be virtual whenever possible.

G. Enhanced Sanitation and Disinfection

The Facilities Management and Campus Services (FMCS) will conduct enhanced sanitation and disinfection in high-traffic and common areas. The INI Student Floor, the INI DEC@Henry and INI DEC@CIC will be cleaned every 24 hours.

Please use the provided cleaning supplies to clean any high-touch surfaces (e.g. appliances, tables, printers, faucets, etc.) before and after you come in contact with them. If you have questions or need supplies, please email ini-help@andrew.cmu.edu.

INI BUILDING LIMITED HOURS

Due to the COVID-19 pandemic safety measures, the INI will have the following restricted operating hours:

- Monday – Friday, from 9 a.m. to 5 p.m.

BUILDING CAPACITY, CHECK-IN, CHECK-OUT AND RESERVATIONS

Per CMU policy, local and CDC guidelines, the capacity of the INI Student Floor is limited to **25 students**.

Students must adhere to the capacity for each space on the student floor as indicated below:

- INI Project Room (Room 205) – 3 people
- INI Interview Rooms (Rooms 201 and 202) – 1 person per room
- INI Quiet Study Area (Room 207) – 15 people
- Bathrooms – 1 person
- INI Elevator – 1 person

There are signs listing maximum capacity for each space posted throughout the INI building.

You are strongly encouraged to reserve use of the space on the INI floor ahead of time. **The room reservation process can be found online at:** <https://www.cmu.edu/ini/about/roomreservations.html>.

Students with reservations will have priority access to use the INI Student Floor.

All students must use the online forms to check in as soon as they enter the INI building and check out just before leaving. This is critical for our ability to keep the INI Student Floor open for student use during the COVID-19 pandemic.

The INI spaces that require separate checking in and checking out are:

- Student Floor
- DEC@Henry
- DEC@CIC

Signs with QR codes for each of the online forms are posted near the entrances and exits of the INI building and DEC's for easy access.

If you have any questions about how to use these forms and QR codes, please email ini-help@andrew.cmu.edu.

FLOW OF TRAFFIC

Due to the COVID-19 pandemic safety measures, all student must use the INI entrances on Henry Street to enter the INI building and the Winthrop Street exit to leave the building. The stairwells in the INI building are one-way. Please refer to the directional signs throughout the building.

Please use stairs whenever possible and avoid using the elevator. The INI elevator has a capacity of one person.

INI BUILDING SPACES

FLOORS

WINTHROP LEVEL

The Winthrop level includes the following areas

- Winthrop-level Reception Desk
- INI Academic Affairs and Student Services Offices
- DEC@Henry
- Student Printers

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The INI Academic Affairs and Student Services Office in Pittsburgh is open for virtual remote services from 9:00 a.m. to 5:00 p.m. (EST) Monday through Friday. There will also be limited Academic Affairs and Student Services staff present on weekdays between 11 a.m. and 3 p.m. (EST). Please make an appointment with the staff member(s) with whom you want to meet when possible. All meetings will be virtual except in special circumstances.

FIRST FLOOR

The first floor of the INI includes:

- INI Front Desk
- INI Lost and Found (located at the front desk)
 - Found items will be held for 30 days.
- INI Staff and Faculty Offices

Staff and faculty offices are open from 9:00 a.m. to 5:00 p.m. (EST) Monday through Friday. Only a limited number of staff and faculty will be present at the INI each day. All faculty and staff will be available remotely. Please make an appointment with the faculty or staff member(s) with whom you want to meet when possible. All meetings will be virtual except in special circumstances.

SECOND FLOOR

The second floor of the INI is the student space. It includes a kitchen area, quiet study room, INI library, interview rooms, project room, media center, shower room, wellness/lactation room, lockers, and a printer. Please note that the shower room is temporarily closed due to the pandemic.

INI students are able to access the INI Student Floor from 9 a.m. to 5 p.m. (EST) Monday through Friday, except in the case of holidays, scheduled events or maintenance, which will be communicated in advance to students, or in the case of building emergencies.

EXTERIOR DOORS

ENTRANCES AND EXITS

There are three entrance/exits at the INI:

- **Entrance-Only:**
 - Henry St. (main) – Use this entrance to access the INI first or second floor (student floor)
 - Henry St. (lower level) – Use this entrance to access the INI Winthrop Level and the INI DEC@Henry

- **Exit-Only:**
 - Winthrop St. – Use this exit to leave the INI building.

EMERGENCY EXITS

There is one exit at the INI for emergencies only. Opening the exit door will set off the building alarm. The door is marked as emergency exit.

- Winthrop St. stairwell emergency exit

RESTRICTED AREAS

Students may not access the following:

- DEC@Henry and DEC@CIC outside of class time and INI-sponsored events
- Winthrop Level reception desk, staff offices, staff kitchen, and conference rooms outside of regular business hours, except by prior appointment
- INI First Floor, except by prior appointment
- INI Student Shower Room
- Closets (supply, wiring, data, and electrical) on all floors
- Thermostats on all floors
- Wiring for INI technology on all floors
- Alarm keypads
- Garage
- Basement
- Roof

Please note: Removing any items from the Winthrop Level Reception Desk or from any staff office/area constitutes theft and will be referred to Campus Police.

Students are not authorized to control the thermostats in the INI building. If you are concerned about the temperature in any of the spaces, please send an email to ini-help@andrew.cmu.edu.

INI BUILDING SAFETY & SECURITY

EMERGENCY & NON-EMERGENCY PROCEDURES

REPORTING EMERGENCIES & CALLING FOR HELP

During Business Hours (Monday – Friday, 9:00 a.m. – 5:00 p.m.)

Students should report emergencies (such as leaks, electrical faults, flooding, power outages, etc.) to the nearest INI staff member.

After Business Hours (Monday – Friday, 5:00 p.m. – 9:00 a.m. and Saturdays & Sundays)

Students should report emergencies to Campus Police by using the blue light emergency call boxes or by calling from a personal phone.

- Blue light emergency call boxes connect directly to Campus Police, and are located at:
 - INI First Floor: Inside the Henry St. main entrance.
 - INI Second Floor: To the right of the elevator.
- Calling from a personal phone:
 - Campus Police: (412)268-2323
 - Allegheny County emergency dispatch: Dial 911

RESPONDING TO FIRES

In the event of a fire, if possible, please quickly put out the fire using a fire extinguisher located as follows:

- Near reception desk on Winthrop Level
- Near the Henry Street lower level entrance (front of the building) near printer stations
- Inside front and back stairwells on all floors

Report the incident to Campus Police at (412)-268-2323 immediately after.

- Please note: If it is not possible to use a fire extinguisher to extinguish the fire, activate the nearest red fire alarm station by pushing in, then pulling down on the lever. Fire alarm stations are located near exits and at stair entries.

Any time the fire alarm is sounded, you should quickly evacuate the building using the stairs. Please refer to the evacuation route maps posted at various locations on all floors of the INI building.

Never use the elevator when the fire alarm is activated.

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A Fire and Emergency Action Plan for the INI building is available at <https://www.cmu.edu/ini/student-services/resources-files/4616%20Henry%20Street%2020180823.pdf>.

The document illustrates evacuation routes and gives instructions for proper procedures to follow in emergency situations that are pertinent to the INI building.

ELEVATOR EMERGENCIES

If you get stuck in the elevator, use the emergency phone which is located in the cabinet below the buttons to call for help. Please report by emailing ini-help@andrew.cmu.edu.

FIRST AID KITS

First aid kits for non-emergency medical issues are located as follows:

- INI Student Floor – in the labeled cabinet above the counter, directly to the left of the refrigerator
- Winthrop Level – in the labeled cabinet to the right of the DEC@Henry exit and across from the Winthrop Level reception area

These kits include supplies for minor injuries (bandages, ointment, etc.). If there is a medical emergency, call Campus Police at (412)-268-2323.

If the first aid kits need to be replenished, please send an email to ini-help@andrew.cmu.edu.

PREVENTION & SAFETY TIPS

Per the CMU Police Department's website:

- Stay alert to your surroundings at all times.
- Use the University Shuttle/Escort Service when possible (more information is available at: <https://www.cmu.edu/police/Shuttle%20and%20Escort/index.html>)
 - CMU Shuttle Service: Fixed route, fixed-stops transportation.
 - CMU Escort Service: Services the Squirrel Hill, Shadyside, and Oakland neighborhoods in the evenings and at nighttime, between 6:30 AM and 6:30 AM.
- Stay close to friends and do not interact with strangers.
- Do not approach suspicious persons or vehicles.
- Avoid using devices that impair your hearing or sight while walking.
- Report any suspicious incidents, persons, or vehicles to Campus Police at (412)268-2323. For issues off-campus, please call the Pittsburgh Police by dialing 911.

NON-EMERGENCY ISSUES

Students should report all non-emergency building issues (such as burned out lights, shortage of supplies, non-operational equipment, damage to furniture or fixtures, etc.) by sending an email to ini-help@andrew.cmu.edu. This email account is monitored by several INI staff members and is the most efficient way to receive a response to your request.

BUILDING ACCESS

CARD SWIPE USERS

The INI building is a secure building. INI building access is managed through the central CMU card-swipe system and is restricted to INI students, faculty and staff. Students must swipe their valid and authorized CMU ID card at the card-readers located near the INI entrances on the Henry Street side.

Please note that your CMU ID card will only work between 9 a.m. and 5 p.m. when the INI building is open.

INI students who are registered for classes scheduled at the DEC@Henry before 9 a.m. and after 5 p.m. will be able use their CMU ID card to access the Winthrop Level from the Henry Street lower-level entrance.

Non-INI students who are registered for classes located at the DEC@Henry are authorized to access the Winthrop Level of the INI building during their class time only, by swiping their valid and authorized CMU ID card at the card-reader located at the Henry Street lower-level entrance.

When entering the INI building, students should make sure that the door locks behind them in order to prevent unauthorized people from entering the building.

Students may not congregate near INI entrances and lobbies on the First Floor and Winthrop Level.

For issues with your CMU ID card and accessing the INI building, please send an email to ini-help@andrew.cmu.edu.

Additional information regarding CMU ID cards is available at <http://www.cmu.edu/idplus/>.

VISITORS & GUESTS

Anyone who does not have swipe access to the INI building is a visitor/guest. Due to the COVID-19 pandemic safety measures currently in place, **INI students are not allowed to bring guests and visitors into the INI building.**

Students should not let anyone they do not know into the building. The INI Front Desk will handle visitors who are not guests of INI students.

BUILDING ALARM

The building has an alarm system, which will sound if an exterior door is held open for a sustained period of time (~ 1 minute) or if an emergency door is opened. Please do not hold any exterior doors open, and do not use the emergency exits, except during emergency evacuation.

If an alarm is activated, an outside security firm, Guardian Protection will be notified, and CMU Police will be contacted to assess the situation. Students are not authorized to touch the alarm keypads.

VIDEO SURVEILLANCE

For security purposes, video surveillance cameras are in use on the INI premises, and the CMU Police works with the INI to monitor the safety of the building. To protect personal privacy, video footage is accessed only when an incident occurs, and a police report is filed.

POLICE PATROLS

The Campus Police patrol the INI building on a daily basis.

INI BUILDING CODE OF CONDUCT

EXPECTED BEHAVIOR

The INI building is a professional space to provide a safe and quiet environment for students, staff and faculty to study and work. Since the INI building is a shared space, all users are responsible for showing courtesy and respect.

INI students are expected to do the following when in the INI building/spaces:

- Appear and behave professionally
- Keep noise levels to a minimum
- Clean up after themselves
- Keep food/beverages in the kitchen area only
- Show courtesy to others
- Report any non-emergency issues to: ini-help@andrew.cmu.edu

Students (not the cleaning staff) are responsible for cleaning up after themselves at all times as follows:

- Throw away your trash in designated waste and recycle bins
- Wipe off high-touch surfaces (e.g. appliances, kitchen tables and countertops, etc.) before and after use with provided supplies
- Clean up spills
- Wash your dirty dishes.
- Keep space, furniture, fixtures, appliances, and equipment provided on the INI Student Floor clean

The cleaning staff does not regularly clean the dry erase/chalkboards; however, the INI may have these surfaces cleaned when needed. If you want your work to be saved, please specify, "do not erase." Please be courteous of others' work on the boards.

PROHIBITED BEHAVIOR

INI students are not permitted to do the following in the INI building/spaces:

- Eat and drink in the INI DEC@CIC and the INI DEC@Henry, except during INI-sponsored events where food and beverages are served
- Leave personal items unattended/unlocked. Unattended items may be thrown away
- Leave dishes in the sink
- Sleep
- Hold events that are not sponsored by the INI

- Play sports
- Modify or tamper with the lights, kitchen appliances, wiring, etc.
- Damage any part of the space
- Possess the following items:
 - Alcoholic beverages (except when served at an INI-sponsored event)
 - Appliances (including, but not limited to: personal refrigerators, toaster ovens, hot plates, hot pots, electric kettles, rice cookers, space heaters, air conditioners, etc.)
 - Pillows, blankets, sleeping bags, etc.
 - Any item that constitutes a health or safety hazard.

The university's social host policy governs all university social activities on and off campus at which alcoholic beverages will be served. The social host policy is available at <https://www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-policy.html>.

INI STUDENT FLOOR AMENITIES

KITCHEN AREA

Students eating in the INI building must do so in the student kitchen area of the INI Student Floor.

FOOD STORAGE & DISPOSAL

All food needs to be individually wrapped and should not be openly shared.

The refrigerator and freezer on the INI Student Floor are available for student use. You must label your personal food items with your name and the date using the orange labels provided on the refrigerator.

Due to the COVID-19 pandemic safety measures, no food or beverages can be left at the INI building overnight.

QUIET STUDY AREA

The Quiet Study Area (Room 207) on the INI Student Floor is reserved for students who want to study individually and quietly. Please respect your classmates by keeping this space quiet. All seats in the Quiet Study Area are on a first come, first served basis.

INI LIBRARY

The INI Library is located inside the Quiet Study Area. Students are welcome to utilize the magazines and books available in the library, but please do not remove them from the INI Student Floor.

Please make sure you follow safety recommendations when touching shared books and library materials.

Note: Several copies of Cracking the Coding Interview are available to borrow at the INI Front Desk. A student can sign out a copy for 3 weeks at a time and can renew it if there are copies still available. Email ini-help@andrew.cmu.edu if you would like to check out a copy.

INTERVIEW ROOMS

The INI Interview Rooms (Rooms 201 and 202) on the INI Student Floor are available for students to use for phone/video interviews and other career services-related activities. Each room has a capacity of 1 person and does not have Video Teleconference (VTC) capability.

Students must reserve these rooms before occupying them. The room reservation process can be found online at <https://www.cmu.edu/ini/about/roomreservations.html>.

PROJECT ROOM

The INI Project Room (Room 205) on the INI Student Floor is available for group project meetings, Teaching Assistant office hours, and other group activities. The room has a capacity of 3 people and has full Video Teleconference (VTC) capability. Instructions for using the technology are provided in the room. If you need assistance with the technology, please send an email to ini-help@andrew.cmu.edu.

Students must reserve this room before occupying it. The room reservation process can be found online at <https://www.cmu.edu/ini/about/roomreservations.html>.

MEDIA CENTER

Students are welcome to use the media center. An Xbox is available for student use. Personal gaming consoles should not be left in the area when not in use.

Please make sure to use the cleaning supplies provided to disinfect any shared equipment before and after use.

LACTATION ROOM

The Lactation Room (Room 213) on the INI Student Floor serves both the INI and CMU communities.

Users must request card swipe access to this space by following the guidelines as outlined by the University at <https://www.cmu.edu/hr/work-life/life-experiences/pregnancy/lactation/>.

LOCKERS

Due to the COVID-19 pandemic safety measures, students will not have access to use the lockers in the INI building.

MISCELLANEOUS

SMOKING

There is one designated smoking area outside the INI building, which is located to the left of the Henry St. main entrance. Cigarette butts must be extinguished and placed in the ashtray provided outside. Smoking is not permitted anywhere inside of the INI building or near the building entrances.

The university's smoking policy is available at <https://www.cmu.edu/policies/safety-and-security/smoking.html>.

Smoking cessation resources are available through University Health Services for free or reduced cost. If you are interested in quitting smoking, please visit <http://www.cmu.edu/health-services/tobacco-use/index.html>.

PARKING

VEHICLES

Parking spaces in the INI parking lot are reserved for INI staff, faculty, and visitors for staff and faculty with parking passes only. The CMU Parking Office enforces this policy 24 hours a day, 7 days per week. Any violators will be ticketed and/or towed.

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Students who want to park their personal vehicles near the INI building may use the metered parking on South Craig St. and surrounding side streets or the Dithridge Garage. Rates and alternate CMU parking locations are available at <https://www.cmu.edu/parking/about/index.html>.

BICYCLES

Bicycles must be parked and locked on the bicycle racks located outside of the Henry St. main entrance. Bicycles are not permitted inside the building. Any bicycles found in the building will be removed.

The Carnegie Mellon University Police department offers free bicycle registration online. More information is available at <https://www.cmu.edu/police/Programs%20and%20Services/bicycle-registration.html>.

PERSONAL MAIL

Students must have their personal mail sent to their home addresses. The INI will not accept deliveries of any personal mail and packages addressed to students at the INI building.

All Carnegie Mellon University students are eligible to rent a mailbox at the CMU Post Office at the Cohen University Center (CUC). More information about how to rent a mailbox is available at: <https://www.cmu.edu/postoffice/products-services/smc-rentals/index.html>.

If you have any questions about this policy and the INI building and facilities, please, contact us at ini-help@andrew.cmu.edu.