

Cahill Remote Observing Facilities
Limited Access Plan v1.2
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Rooms: Cahill 118/144
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JXZ, RSW, PLS, AFB – 06 April 2021

This document describes updated guidelines for use of the Cahill Remote Observing Facilities (ROF – 118 and 144 Cahill).

The instructions in this document do not supersede institutional policy and are meant as a companion guideline. Users are required to review the [Caltech guide](#) for returning to campus first before determining if they are eligible to use the ROF rooms. In particular, ROF users are required to use the campus [online COVID-19 reporting tool](#) before coming to campus to use the ROF, and when leaving campus after their ROF session.

1. **AVAILABILITY:** The Cahill ROF will be available for individual use on a per-request basis. In general, users are expected to observe from alternative sites (e.g. home), but ROF access may be granted to Caltech personnel who would significantly benefit from use (e.g. lack of reliable/high bandwidth network connection from home, or lack of suitable home space and/or computing resources). Submitting an ROF use request will constitute an acknowledgment that the requestor is returning to campus voluntarily to use these Caltech facilities.
2. **REQUESTS:** Requests to use Cahill ROF shall be made not less than **seven (7) business days** in advance in email to rof@astro.caltech.edu. Users should specify the length of their run and their reason for requiring use of the ROF room. Users will be assigned the rooms on a first come first serve basis on nights where multiple users request use of the same room. If approved, users will be reported to the Division Office per established COVID-19 guidelines. COO assessment of ROF requests is final.
3. **SINGLE OCCUPANCY:** Only one person shall be allowed in the ROF room for a specific observing run. Groups are encouraged to use the Keck and Palomar alternative site observing method when providing secondary support.
4. **COOLING-OFF PERIOD:** No two users should occupy the same room in a 24 hour/one day period. Where possible the room should be cleaned by the janitorial service before the next user is scheduled. Scheduling of the two rooms shall be arranged to space observers out as much as possible.
5. **BUILDING ACCESS:** Approval of remote observing is for the assigned ROF room only. Users are expected to avoid public spaces as much as possible, with the exception of the first floor restrooms. Kitchen facilities are explicitly off limits. Users must seek separate approval for entering their own office space and may not use this approval to enter any other building on campus.
6. **PPE:** All users are expected to wear a mask (properly) at all times while in Cahill in general, and in the ROF rooms in particular. If this is an issue for the observer we suggest that they use the alternative site method of observing.
7. **SHARED EQUIPMENT:** Users are *encouraged* to bring their own keyboard and mouse and remove them each day.
8. **ENHANCED CLEANING:** Before leaving the facility, each user should wipe down all working surfaces: keyboards, remotes, desk and table tops, chairs, door knobs, etc. (Cleaning wipes will

be supplied in the room.) In addition, all users should indicate on the signup sheet posted on the doors that they have used the facility.

9. VENTILATION: The doors to the ROF rooms shall remain closed during the duration of the observer's run.
10. REMOTE SUPPORT: On site help will remain off limits until a further period of determination. Support will continue to be offered remotely to the best of our ability. Hardware failures will only be dealt with by the appointed personnel during regular hours.
11. DOOR SIGN: Both RO rooms shall have door signs clearly indicating their status (i.e. in use, cooling off, ready to be used)