SoE COVID-19 Campus Access Plan

Summary: The Institute has asked all employees to work remotely to fulfil social distancing requirements to reduce exposure and transmission rates of COVID-19. Exceptions can be made with approval for the reasons stated below:

- Critical research, including Covid-19 research and animal care
- MIT leadership operations
- Educational continuity for remote learning; residential population services for students and staff housed on campus
- Essential campus services, including MIT Police, MIT Medical, MIT Facilities staff
- Vendors of critical services and shipments, including materials required for safe operation of core building functions

Over the period of March 17th through March 26th SoE collected details from DLC’s for faculty, staff, and grad students that have recurring critical needs to access to campus. This list was shared with Associate Provost Krystyn Van Vliet each day, and the campus access was updated. As of March 25th faculty, staff, and students may also request access through a request form. The forms are collected by the Associate Provost, shared with the dean’s office for approval, and routed back to the Associate Provost office for IS&T update on approvals.

To ensure SoE has a process that doesn’t create a bottleneck for access, we will use the following process:

- **Recurring Access Requests:** All recurring requests for critical research or department access should be sent to Mary Ellen Sinkus, mod@mit.edu or requested through the online request form (https://ist.mit.edu/campus-safety/request-access). If the request is approved, access will be in place within 48 hours. We aim for an even faster turn around time, though access is dependent on review and approval from SoE leadership, communication between the SoE team and the Associate Provost team, and processing access by IS&T. We will store the departmental access lists in a Dropbox folder ‘Research Scale Back Plans’ in the subfolder by DLC name, rather than sending via email. Departments should check access as needed.

- **One time Access Requests:** All one time access requests should use the online request form (https://ist.mit.edu/campus-safety/request-access). We ask that one-time visits be coordinated by departments; please have the departmental staff with access coordinate so that personnel can arrange to pick up items from someone that already has access to the buildings.

- **Faculty Academic Requests:** All faculty academic related requests should be limited to E17, there is an online booking option for those that need a quite place for teaching, https://covid19.mit.edu/sites/default/files/FacultyRemoteEdResource-ReservablePrivateOffice-HowTo.pdf.

- **Emergency Access:** If there is an emergency and access is needed immediately, faculty, staff, and students can request access from the campus police. The MIT police number is 617.253.1212. Please make sure access is a critical need before contacting the police, they hold an important role of ensuring safety and security on campus, and at this time only critical visits should be requested.
Also, below is a list of suggested guidelines for those conducting research on campus:

- Full PPE upon entrance + planning ahead (shared calendar) of time for use of only one section of lab at a time by each member, and using separate entrances.
- No more than 2 (3 if the third is a short time user) present at the same time in one section of lab.
- Full decontamination protocol (air and surfaces) including highest level of air ventilation capability in laboratory (up to 1000 CFM, highest grade clean-room level) to be used for regular air decontamination if more than 1 person in given lab section.
- Only one designated person can use office. All other researchers work on data analysis from home via servers, etc.
- No use of public transportation (bike or car only)
- No team or group meetings in person: all zoom/skype/etc.
- No interaction between group members without PPE or significant distance between them (in open space).

Thank you for your help in keeping the campus safe and secure. We appreciate your teamwork to ensure the needs of our community are addressed.