APPENDIX 2: RR Planning Exercise B Checklist

___ Discussed lab protocol and expectations with each member of my group in order for personnel to make informed decision as to whether to return to campus. Shared the Acknowledgement form in Appendix 3 with my staff ahead of the conversation; I mentioned that they will only be able to sign the form in an online system.

___ If I share a lab member with another PI, I coordinated with the other PI who will list that person in their spreadsheet.

___ Filled out the Research Ramp-Up Spreadsheet (Planning Exercise B).

___ Established a work schedule that distributes available hours and workspace across available personnel, noting that shift work is encouraged.

___ Using the text box below, wrote a brief narrative justifying why those personnel for whom I am requesting access need to be on campus.

___ Sought feedback from eligible lab members who have been cleared to return to work regarding my personnel plans and work schedules.

___ Considered the steps necessary to reduce lab activity rapidly if MIT considers a scale back to be necessary.

___ Communicated with my lab MIT EHS's "Working Alone Policy," if necessary (https://ehs.mit.edu/about/policies/working-alone-policy/).

___ Ensured that the returning staff will complete the required COVID-19/ EHS training before returning to campus.

___ Submitted my completed Research Ramp-Up Spreadsheet and this checklist to my AO preferably by June 1.

Please complete: For each of your returning personnel (including, where appropriate, yourself), provide a short narrative explaining why they need to access campus.