

Core Facility Ramp-Up Personnel Spreadsheet

FULL Instructions

If you have any questions regarding the spreadsheet or instructions, please email cf-rr-review@mit.edu.

IMPORTANT:

- **Only enter information in cells shaded in purple or white.**
- **You must complete the sections in order (1→2→3→... 7).**
- **You must fill out all of the necessary information in each section before moving to the next.**
- **You must make a selection from the dropdown menus, whenever those are available (do not type the information yourself).**

After completing the Core Facility Ramp-up Personnel spreadsheet, save it, and email it (along with your Exercise B RR Core Facility Staff Planning Checklist) to all DLC Heads/AOs that have oversight for your Core Facility staff. The DLC Head/AO will then send it to cf-rr-review@mit.edu for upload into the MIT system.

Step-by-step instructions:

Section 1: Complete 1.1, 1.2, 1.3 and 1.4

----- YOU MUST COMPLETE SECTION 1 BEFORE MOVING TO SECTION 2----

Section 2:

2.1 List all of your staff

If a staff member is shared between two or more Core Facilities, only one CF should list them; the CF Leaders should discuss these cases and make final determinations.

2.2 Enter the Kerberos for each staff member (do not include @mit.edu)

It is critical that the Kerberos for each individual is entered correctly or access cannot be granted.

2.3 Confirm that each person listed is your responsibility by selecting "TRUE" from the dropdown menu.

----- YOU MUST COMPLETE SECTION 2 BEFORE MOVING TO SECTION 3-----

Section 3:

3.1. Select "TRUE" for each staff member that has indicated **agreement** on the online Acknowledgement Form.

Select "FALSE" for each staff member that has **declined** to sign the Acknowledgement Form.

NOTE: you will have received an email notification from the MIT system for each staff member once they login and either accept or decline the Acknowledgement Form.

Note that the choice of whether a staff member is willing and able to return to campus is up to the individual and is fully voluntary. CF Leaders should discuss updated safety protocols with members of their teams, but should not ask their staff members directly about whether

those members will be available to return to campus. All individuals who wish to return to campus will need to agree to do so using the online Acknowledgement Form; note that an individual will be able to change their designation on the Acknowledgement Form at any time For advice on discussing return-to-campus plans with members of your research group, refer to Appendix 2 of the [Guidance Related to On-Campus Research Ramp-Up Planning for Supervisors of MIT Shared Research Resources](#).

3.2 Select “TRUE” for each staff member. However, IF you are certain that a staff member will be able to do ALL their work remotely, then select “FALSE” for that staff member.

3.3 Enter the number of weekly hours that you wish to assign to this person for on-campus work (this number should include time spent in all core facilities). You are encouraged to keep the total assigned hours as low as possible while ensuring safe operation of your Core Facility.

3.4 Enter the expected mode of transportation to and from campus for each of your returning personnel. If a person uses multiple modalities to commute to and from campus, please list the one that puts them in contact with the largest number of people.

---- YOU MUST COMPLETE SECTION 3 BEFORE MOVING TO SECTION 4-----

Section 4:

4.1 From the dropdown menu, select the MIT building that each person plans to carry out work during RR Phase 1. **If access to multiple buildings is required**, use the additional column(s) to select those buildings. If the staff member uses any other Core Facilities (i.e. as a user), this should be noted in section 5. Do not list buildings that the person may need to travel through to get to their work building as pathway access will be provided to the researcher’s designated building.

----- YOU MUST COMPLETE SECTION 4 BEFORE MOVING TO SECTION 5-----

Section 5:

5.1 Complete this section ONLY if your staff member must access services located in other core facilities as a user (e.g., DCM vivaria). From the dropdown menu, select the core facility that this person will need access to in RR Phase 1. This is a prioritized list. Entering the information here will ensure that your staff has access to the buildings in which the particular core facilities are located. If you need access to a core facility that is not listed in the dropdown menu, enter “TRUE” in 7.1 and indicate the building where it is located (7.2).

---- YOU MUST COMPLETE SECTION 5 BEFORE MOVING TO SECTION 6----

Section 6:

6.1 Provide rough initial schedules for each person by selecting start and end times from the dropdown menu. We recognize that the exact schedules may change from week to week, and recognizing that some research requires uncertain end times and even uncertain days. We

recommend developing shift-work schedules (AM/PM, alternate day, or some combination) to accommodate the space constraints and limit the number of individuals who work together in the event that someone contracts COVID-19.

Section 7:

7.1 If you need to enter any additional information, select “TRUE” from the dropdown menu.

7.2 Use this space to enter any important information regarding your personnel or their access needs that was not captured by the rest of the spreadsheet. You may enter core facilities that were not available in the dropdown menu in 5.1; make sure you include the building number where the facility is located.

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