

From: [Pierre F.J Lermusiaux](#)
To: [me-fac](#); [me-srs](#)
Cc: [Joanne Mathias](#); [Daniel C Herrick](#); [Sarah Collins](#); [Thomas C Graffeo](#); [B Harris Crist](#)
Subject: MechE Research Ramp-up Webform
Date: Thursday, May 21, 2020 10:18:33 PM

Dear Colleagues,

We have updated the MechE Research Ramp-up Webform based on your feedback and the Institute's guidance from Monday night.

The Webform is to help you and our community fill out the documents required by the Institute's "Initial Process for On-campus Research Ramp Up". It is dynamic, even after submitting it, you can come back to it and update your data. It includes the key parts of the MIT guidance and instructions, floor plans of MechE research labs, all marked with room sizes, as well as the Checklist Forms that you need to fill. The first "Planning Exercise A" that you need to complete is for planning your research lab space use and has a target deadline provided by the Institute of May 26.

We hope that you can submit your Ramp-up Webform **by Tuesday, May 26** for this Planning Exercise A. To access it, you must be logged into the MechE website using MIT's Touchstone service:

- First, follow this link: [meche-virtual-resources](#). This will log you in via Touchstone, and take you to the [Virtual Resources page](#).
- Once logged in, you will then see a link "MechE Research Ramp-up Webform" just below "MechE Faculty, Staff, and Postdocs". Following this link will take you to the Webform, <https://meche.mit.edu/meche-research-ramp-up-webform>.

We will discuss the Institute's Research Ramp Up document and review the MechE Webform at the faculty lunch tomorrow. As noted in the MIT guidance and instructions, the dates for ramping up on-campus research are TBD.

We thank you for your help and coordination so that we can keep each other safe while resuming on-campus research in the labs.

We are also very grateful for Harris, Sarah, Dan, and Tom, and their herculean efforts!

Best,

Pierre, Evelyn, Rohit, and Joanne

From: Pierre F.J Lermusiaux
Sent: Wednesday, May 20, 2020 10:07 AM
To: me-fac <me-fac@mit.edu>; me-srs <me-srs@mit.edu>
Cc: Joanne Mathias (mathiasj@mit.edu) <mathiasj@mit.edu>; Daniel C Herrick (herrickd@mit.edu) <herrickd@mit.edu>; Sarah Collins <sacollin@mit.edu>; Thomas C Graffeo <tgraffeo@mit.edu>; B Harris Crist <bhcris@mit.edu>

Subject: Institute “Initial Process for On-campus Research Ramp Up”

Dear Colleagues,

We received last night an email from Maria Zuber on the Institute’s “Initial Process for On-campus Research Ramp Up”. The email refers to a guidance document. See the email and document attached.

The good news is that the Institute guidance is similar to what our community was considering in the past weeks: PIs plan how they want to proceed within their own lab space; a phased approach; a phase with research activity up to 25% of full research capacity; a definition of “100% capacity” in terms of aggregate person hours per week per PI group, with an assigned 50 hours per week per approved personnel; a form to be signed by all returning personnel; health and safety guidance; data collection from each PIs on their space and personnel plans; etc.

As we expected, some details of the phases and processes differ in the Institute guidance. We will modify our own draft data collection plan and web-form accordingly as soon as possible. Using our web-form will help our community have a coordinated department level plan, help PIs understand what is needed, and be more efficient.

Key target dates for PI data collection are:

- May 26, 2020 RR Planning Exercise A (Space): To determine how physical space will be managed and occupied to allow for proper density and spacing of individuals according to CDC guidelines and MIT policies.
- June 1, 2020 RR Planning Exercise B (Personnel): To manage the specific personnel that will utilize the research space and carry out the research ramp-up in a phased fashion.

Some more information:

- The Institute gave a brief presentation of this guidance for the first time at the daily 8am Institute meeting this morning.
- The Institute is planning a research town hall at 1pm on Friday. We assume they will send details soon.
- Maria Zuber mentioned this morning that the Institute will provide PPEs to everyone for the first phase and that you can also utilize your own. She also mentioned that we are not expected to have detailed floor plans with all equipment listed in our responses for Exercise A (Space). Using the floor plans from this webpage <https://floorplans.mit.edu/> is fine.

We appreciate your patience and understanding.

Thanks,

Pierre, Evelyn and Rohit

From: Pierre F.J Lermusiaux

Sent: Sunday, May 17, 2020 10:45 PM

To: me-fac <me-fac@mit.edu>; me-srs <me-srs@mit.edu>

Cc: Joanne Mathias (mathiasj@mit.edu) <mathiasj@mit.edu>; Daniel C Herrick (herrickd@mit.edu) <herrickd@mit.edu>; Sarah Collins <sacollin@mit.edu>; Thomas C Graffeo <tgraffeo@mit.edu>; B Harris Crist <bhcris@mit.edu>

Subject: latest draft of web-form for possible MechE Research Ramp-Up Plan

Dear Colleagues,

Please find attached our latest draft web form to collect preliminary data for a possible Research Ramp-Up Plan for our MechE community. Thank you very much for your inputs at our last 05/15 Friday lunch and for additional inputs several of you provided after the lunch presentation. **We are sending you the draft document to solicit additional feedback on the form before we start collecting data.** If you have comments, please respond by EOB Wednesday May 20 so that we can launch the web form later.

The goal of the web form is **to collect preliminary data**. It is not yet a final Ramp-Up Plan, nor a request for approval. We also do not know the timeline for the start of ramp-up yet. We wanted to create a data collection form that enables a coordinated effort, is dynamic, and allows our research community to be efficient. As the covid-19 situation evolves, every PI can then adapt her/his specific plans by revisiting the web form and update her/his own answers. Similarly, as you provide new inputs and as the institute provides its ramp-up guidance, we can update some questions.

Here is the history of the attached draft web form:

- We presented initial ideas and asked questions on possible ramp-up planning at the 05/01 and 05/08 Friday faculty lunches. This allowed us to gather useful initial inputs.
- Completed an initial draft after many iterations
- Gathered new inputs on the initial draft from the MechE Space Advisory Council (created in late 2018, with Gang Chen (Chair), Rohan Abeyaratne, and Gareth McKinley presently serving on the council).
- Gathered new inputs from the MechE EHS and space team (Dan Herrick, Joanne Mathias, Tom Graffeo, Sarah Collins)
- Updated the web form accordingly (thanks to Harris Crist). The web form is built such that PIs can continue to update their document and plans. The site saves the data in a friendly format for use with QuickBase and other software.
- Presented a complete draft plan at the 05/15 Friday faculty lunch, gathered additional inputs from faculty, and made corresponding updates to the web form document.

We realize that it is a challenging task of creating this ramp-up plan and web form. Ideally, it should be:

- As simple as possible while being comprehensive and accommodating our varied needs and risk tolerance levels
- As safe and adaptable as possible such that we minimize risks to our community within all of the safety and health constraints, while also allowing research to ramp-up at MIT when

allowed by the Institute

- A dynamic plan such that we can easily modify or combine phases of the ramp-up plan as the covid-19 situation evolves
- A plan that the institute may find useful

We will try our best to find good compromises within these different needs and constraints.

We encourage you to discuss this form within your research group(s) to gather feedback. After the form is finalized, we will launch it on the web for collecting data. If our community works together, gathers thoughts, and plans soon enough, we will be ready when the institute allows some research ramp-up to take place. We may also be able to help the institute as it formulates such plans, possibly using what we have done.

Thanks,

Pierre, Evelyn and Rohit