

Instructions to PIs for Research Ramp Up Phase 2 (RR2) Exercise B

PI RR Planning Exercise B: Developing your group's plan for on-campus research

[Planning Exercise B Spreadsheet](#)

[Spreadsheet B Instructions](#)

Key Steps in Completing RR2 Planning Exercise B

Each of the seven key steps below for Planning Exercise B will be facilitated by a simple [spreadsheet that can be downloaded here](#). Once you (the PI) complete this spreadsheet, you will submit it to your DLC head or AO. Following review and approval, AOs should upload information from PI spreadsheets COVID Access.

1) Determine your “100% capacity” in order to calculate ramp-up capacity levels

You will begin generating a full list of individuals in your research group. For RR1, your possible permissible personnel included you (the PI), lab managers, research technicians, research associates and other senior scientists, postdoctoral fellows, postdoctoral associates, and graduate students. RR1 specifically excluded undergraduate researchers, visiting students, and administrative staff. For RR2, in addition to the categories of RR1 permissible personnel, you may now also include visiting students and scholars as long as the following three conditions are met:

- i. They were full-time members of your research group in March 2020. No new visitor appointments will be approved until further notice. Additionally, appointments of existing visitors will not be extended beyond their current term at this time.
- ii. They need access to campus to perform their work (i.e., they are not fully virtualizable).
- iii. They are willing and able to return to campus in RR2 and, thus, the PI will be assigning them hours in RR2.

The [MIT administration](#) has determined that some undergraduates will be allowed to perform research in campus research buildings as part of RR2 in the fall semester. (All UROPs must be [remote this summer](#).) Based on this guidance *“Undergraduates who live on campus in the fall may participate in in-person UROPs if the research project meets all safety and public health requirements; can be conducted within the confines of MIT’s limited campus space constraints; and has approval from the faculty sponsor/PI. Remote UROPs will also be an option for students living on and off campus.”* PIs should wait for further guidance before submitting updated spreadsheets for fall semester UROPs.

It is critical that you have the Kerberos name of each individual and that you properly enter it in the spreadsheet. If a research group member is shared between two or more PIs, only one PI should list them; the PIs should discuss these cases and make final determinations. Based

on the approved personnel list, a simple calculation will be performed in the spreadsheet to determine your “100% capacity” in terms of aggregate person hours per week per PI group.

We have assigned 50 hours per week per approved personnel for this exercise. Dividing aggregate person hours per week by two gives the PI their 50% capacity in hours per week (relevant to RR2), and dividing it by four gives them their 25% capacity, which was used for RR1 planning. These hours per week can then be distributed amongst your returning personnel.

# of permissible personnel*	100% capacity (RR Phase 3)	50% capacity (RR Phase 2)	25% capacity (RR Phase 1)
10 people	500 hours/ week	250 hours/ week	125 hours/ week
5 people	250 hours/ week	125 hours/ week	62 hours/ week

We stress that your RR2 (50%) capacity represents a sort of “speed limit” on the total number of person hours per week. This capacity is your maximum on-campus capacity during RR2, and your goal should be to stay as far below this speed limit as possible. It is not necessary or encouraged to use all possible hours available through this approach; this simply sets a maximum so that we can each individually manage key on-campus needs for our groups and also collectively manage the lower density of persons on campus, in buildings, and on floors as we ramp up.

2) Distribute hours amongst your returning personnel

The spreadsheet will allow you to indicate, for each of your research personnel, as to whether they need access to campus at this time (or instead are “fully virtualizable”) and whether they are available to return to campus. You will then distribute your maximum weekly hours amongst those personnel (including yourself) who need and are available for campus access. These maximum weekly hours should include the sum of **all** weekly hours that each person needs to be on campus, whether that time is spent in your research space or in one or more Core Facilities (see step 5, below). Again, recall that this is a maximum allotment of hours. You are encouraged to keep the total assigned hours as small as possible. As situations change and the needs and availability of your personnel change, this information can be updated to allow additional individuals access and to remove others from the access list. **Please also provide a short justification for why each of those individuals are returning to campus. Note that time spent in Core Facilities counts toward your max capacity.**

3) Estimate work schedules

You will be asked to use the RR2 Planning Exercise B Spreadsheet to assign **rough** initial weekly schedules to each of your returning personnel, recognizing that this may change from time to time, and recognizing that some research requires uncertain end times and even uncertain days. For some PIs, their lab or other research spaces will be sufficient to allow all of their on-campus researchers to work together at the same time. For others, it will be necessary to develop shift-work schedules to accommodate the space constraints that you developed in *RR2 Planning*

Exercise A. These shifts might be fixed (AM/PM, alternate day, or some combination) or variable.

You will have to develop weekly work schedules (which can be adjusted week to week) to ensure that your group is complying each week with both the space and personnel elements of this planning exercise. DLCs will collect weekly summaries of each research group's personnel on-campus hours to ensure compliance with guidelines.

We note that if an individual on a given shift contracts COVID-19 or tests positive for SARS-CoV-2, others working with them in that space over a period of days will likely need to be isolated for some time. Therefore, limiting the number of individuals who work together on shifts and avoiding mixing of people in different shifts has clear advantages. DLC heads will collect and review your planning exercises, but you are ultimately responsible for following your plan and for the conveying importance of doing so to each individual in your research group.

During RR2, MIT plans to make buildings accessible 24 hours a day and 7 days a week. MIT Police, EHS and repair and maintenance services are always available 24/7 for emergency support.

Given the expectation of research occurring at lower occupancy levels, PIs should be aware of and communicate to their lab personnel the MIT EHS "Working Alone Policy" (<https://ehs.mit.edu/about/policies/working-alone-policy/>). Working alone with hazardous materials or equipment or otherwise working under conditions that may create the risk of serious injury should be avoided. However, working alone may be allowed with permission from the PI, if a determination is made that the risk is controllable under established specific conditions. DLC-EHS Staff and EHS Office will assist in the implementation of the policy.

4) Assign building access information

In an effort to control the possible spread of SARS-CoV-2 to our community, limiting circulation of individuals on campus is an important consideration. Using the RR2 Exercise B Spreadsheet, you will list the MIT buildings that your returning personnel will plan to carry out work during RR2. **You should limit this as much as possible.** You should **not** list additional buildings housing Core Facilities that will be used by your personnel, as those will be handled separately (see below). You also should **not** list buildings that a person may need to travel through to get to their work building as pathway access will be provided to the researcher's designated building. **In short, most researchers should have only one access building listed.** But, for groups or projects spread over multiple buildings, some researchers will work in multiple buildings and all of those buildings should be listed in that case.

Because access to MIT buildings during RR2 will be limited, to those buildings for which an individual has approved access (including the requested Core Facilities, see below), and, thus, **entering this information correctly and completely is very important** to avoid future frustration. Recall that access to buildings will be monitored through the use of a limited number of physical access points on campus.

5) Assign anticipated Core Facility needs

Many of the normal Core Facilities, shared resources, other central services as well as animal facilities will be made available to facilitate research activities across campus. However, it is essential that they can function safely and within the policies regarding safe workplace practices and, in some cases, with reduced staffing. Therefore, for planning purposes your research plans must include a prioritized list core facilities that your personnel wish to use, and the spreadsheet tool will provide you drop down lists of cores for you to select for each individual.

You (the PI) must use the RR2 Exercise B Spreadsheet to fill out a prioritized list of expected Core Facility usage (or other MIT research facilities that may not be designated formally as a Core Facility) in RR2. These entries will serve two purposes. First, it will be used to ensure that your personnel have access to the buildings in which the Core Facilities are located (see step 4, above). Second, it will allow each core facility to gauge the demand and to directly reach out to individual researchers as needed.

Core leaders and administrators will use your indications of possible need to guide their assessment of aggregate demand and capacity. Some adjustment of PI plans may be required to balance demand and capacity. As we continue the ramp-up process, we urge PIs to be conservative in their planning related to Core Facilities and shared services, so that plans do not have to be adjusted to address any aggregate-level concerns. This is a shared responsibility, and we need your cooperation.

In planning the weekly hours of your personnel on campus (step 2), you should include time spent in Core Facilities, animal facilities, and other shared facilities.

6) Include comment about transportation to campus

In the RR2 Exercise B Spreadsheet, you will also enter the expected mode of transportation to and from campus for each of your returning personnel. This will allow you to engage with them on this subject, which we know is of concern to many. If a person expects to use multiple modalities to get to and from campus, please list the one that puts them in contact with the biggest number of people. Further information regarding parking on campus will be provided as soon as possible. Note that free parking for the MIT community in MIT lots and garages has been extended until September 1, 2020.

7) Unusual circumstances

Because we cannot foresee all possible PI ramp-up circumstances, the spreadsheet provides a field for you to flag and add a short text field if you were unable to enter some important information regarding your personnel or their access needed.

Submit your completed [RR2 Planning Exercise B Checklist](#) (which includes a short personnel justification) and RR2 Exercise B Spreadsheet to the AO of your DLC. Your AO and DLC head may have questions or request adjustments to your plans, and they will need time to review them.

Plan so that you are agile as possible

Given the possibility that research might have to be scaled-back again with little notice, PIs are strongly advised to ramp up projects that can be ramped down quickly and at relatively little cost and complexity. As such, care should be taken in choosing projects to ramp up in the early phases.