

# Guidance Related to On-Campus Research Ramp-Up Planning for Supervisors of MIT Shared Research Resources

Document date June 3, 2020

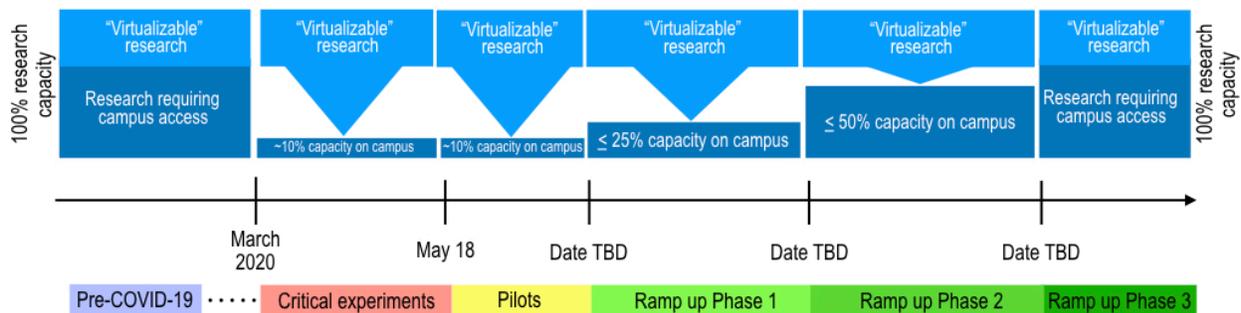
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## Introduction

MIT has developed principles, as well as the operating protocols and approaches, that will guide the ramping-up of research on our campus, with the safety and security of our personnel being the most important guiding principle. Returning to campus under these conditions will be a learning experience, and we want to be able to start gradually so that we give ourselves the best chance to get it right and not have a setback. We want to learn to walk together well before we pick up the pace.

MIT has more than 100 Shared Research Resources/Core Facilities (herein called Core Facilities), which are essential for the research mission. This document has been prepared specifically for the supervisors/technical managers of Core Facilities (**CF Leaders**) to provide guidelines for the re-opening process. It reviews MIT's general campus plans for research ramp-up, and then focuses specifically on the planning steps that are required for the resumption of Core Facility operations in the COVID-19 era.

The campus-wide research ramp-up (RR) will occur in phases, as shown in Figure 1. During this period, MIT is maintaining the policy that all work that can be done remotely, must be done remotely. The first phase (RR Phase 1) will allow on-campus research activity for up to 25% of full research capacity. The goal of RR Phase 1 will be to increase research levels at MIT in work conditions appropriate for the COVID-19 era, while ensuring that MIT central services, Core Facilities and other shared resources are not over-burdened. Research PIs are being restricted to 25% of their normal personnel hours and asked to plan conservatively to assist in this effort. After a period of time, and with the successful implementation of RR Phase 1, PIs will be allowed to increase their on-campus research activity to up to 50% of full capacity (Phase 2) and subsequently to full capacity (Phase 3). The ability of Core Facilities to support further research volume will factor into the decision to move to Phase 2 and Phase 3.



**Figure 1: Plan for ramping up on-campus research at MIT.** MIT will undertake a phased approach to ramping up research on campus. In the pre-COVID-19 era, a PI’s research effort could be described as that requiring on-campus access and that which could be done remotely (“virtualizable” research). In response to the COVID-19 pandemic, MIT significantly scaled back on campus activity, limiting campus research to a small number of experiments deemed critical. This resulted in approximately a 90% reduction in the research capacity and population on-campus, prioritizing only critical on-campus research activities approved by the VPR and Provost. As of May 18, MIT began to pilot new procedures to ready the campus for a return to research with no increase in the number of individuals approved to access campus. During RR Phase 1, which will start at a date to be determined and informed by changes in government guidance and requirements for public health, on-campus research will be restricted to 25% of full capacity. After successful implementation, a shift will be made to Research Ramp-Up Phase 2, allowing a maximum of 50% on-campus research, and then ultimately Research Ramp-Up Phase 3, allowing a return to full capacity. Importantly, in all phases, research activities must comply with MIT policies and guidelines.

MIT Core Facilities differ considerably with respect to their modes of operation. In recognition of the unique nature of many Core Facilities (particularly the unique and essential expertise of various staff members), no specific percent personnel limit will be applied to Core Facilities for any of the ramp-up phases. However, some restrictions will be in place to ensure safe work practices. These will be largely determined by your physical space, and will include appropriate physical distancing and personal protective equipment (PPE) usage (all described in detail below). We are empowering you, the CF Leaders, to decide how to ramp up the Core Facility you lead in a way that is appropriate for its mission, while conforming to these safe practices. This document contains information about how to develop your Core Facility-specific plans, to allow for proper density and spacing of individuals according to United States Centers for Disease Control and Prevention (CDC) guidelines and MIT policies. Your proposed plans will need to be submitted for review prior to re-opening, as detailed below.

It is important to note that not all of your staff will be able to, or will choose to return to campus during the research ramp-up. **The return to campus is fully voluntary, and personnel cannot feel pressured to return.** Returning personnel will have to agree to taking an initial SARS-CoV-2 viral test upon re-entry to campus, to provide a daily attestation of their health status related to COVID-19 symptoms, to comply with procedures required by MIT Medical if they report symptoms, and to undergo subsequent testing and health monitoring of symptoms related to COVID-19 as deemed necessary by MIT Medical. Returning personnel must affirm that they understand and agree to these and other conditions by filling out an electronic Acknowledgment Form, which will be available shortly.

MIT policies related to space utilization and workplace conditions for the research ramp-up have been formed in response to guidelines published by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>), the United States Department of Labor Occupational Health and Safety Association

(<https://www.osha.gov/Publications/OSHA3990.pdf>), and the Commonwealth of Massachusetts (<https://www.mass.gov/info-details/reopening-massachusetts>).

## Specific Instructions for CF Leaders for Research Ramp-Up (RR)

To accomplish a safe research ramp-up, CF Leaders will need to understand the new COVID-19-driven safety guidelines for operations within the MIT space that you oversee, and then establish protocols that bring your spaces in line with that guidance. These guidelines are in addition to all of the safety guidelines that you normally follow and supervise, which must, of course, remain in full effect. In addition, you will be responsible for making sure that all of the people working in your Core Facility space, including both staff and users, understand and adhere to all safety guidelines.

The start date of RR Phase 1 (RR1) has not been determined yet, but you should begin planning the ramp-up of your Core Facility now.

First, you need to develop a plan for the RR1 phase re-opening. For this, you need to conduct three planning exercises (detailed below in Sections A, B and C) which address:

- your space (Planning Exercise A),
- your staff availability (Planning Exercise B),
- your services and communication with users (Planning Exercise C).

These three elements are all interconnected, and thus you should **read all three sections before you begin to construct your plans.**

Once your plans are completed, your three Planning Exercises will need to be submitted for review (as described below) **by June 8**. Please note that approval of your plan will set the stage for implementation, but the actual research ramp-up can only occur when authorized by the MIT administration.

The final section of this document (Section D) includes recommended steps in preparing your Core Facility space and staff for re-opening, related to both COVID-19 preparedness and more general re-opening issues. This is provided to support your planning, and no materials need to be generated or submitted for review.

If you have questions about the planning process for Core Facilities, direct them to [CF-RR-review@mit.edu](mailto:CF-RR-review@mit.edu).

### Section A. Core Facility RR – Space Planning (Exercise A)

This section considers the space that is under your oversight, and the activities that occur within it. For many MIT Core Facilities, the size and layout of your space is likely to be the limiting determinant of your how your Core Facility will operate in the post COVID-19 era. Thus, it is important that you consider it carefully, including being open to making operational changes.

The purpose of this exercise is to examine each and every room that you oversee and establish COVID-19-era protocols for the use of those rooms. Failure to plan, or a poorly executed plan,

would put the safety of your staff and users at risk and could result in the shutdown of your Core Facility, floor, DLC, or even all of MIT.

## A1. Guiding principles

The key guiding principles are that each and every one of your rooms will need to adhere to a maximum density (160 square feet per person) AND spacing (6 feet distancing) of personnel, along with the appropriate wearing of face coverings and use of disinfecting procedures.

Below we outline processes to consider to reach these goals. We also recognize that the principles above may create specific challenges for Core Facilities, particularly ones with many users and/or non-static work practices. Thus, CF Leaders may also propose alternate strategies (for example enhanced PPE requirements) to achieve safe working conditions. All plans, whether they comply with the guiding principles or not, will need to be submitted for review (as described below).

## A2. Key steps in developing the Core Facility space plan

To start this process, you will need the floor plans and the square footage of each room your Core Facility uses. These will be provided to you by the Head or AO of the DLC in which your space is located.

1. Using the floor plans, first **determine the maximum possible static occupancy for each of your assigned rooms**. To do this, take the square footage (sf) of each room, divide this by 160 and then round down. For rooms smaller than 320 sf, the maximum static occupancy is 1 person.
2. Next, examine the layout of each room (e.g. benches, hoods and other large equipment) and determine if, and how, you can place people so that **all pairs are at least 6 feet apart (more is preferable)** while carrying out their primary activities.

As part of this process, you will need to consider the various activities that take place within each room. Depending on the individuals present (e.g., different staff members with different work stations) and the instruments being used, you may envisage more than one way in which the occupants (staff and/or users) could be positioned in the room at different times of the day or week. **For each of these possible scenarios**, develop an occupancy/spacing map in which you mark the possible static personnel locations on the floor plan (potentially resulting in more than one map per room).

For each occupancy map, calculate the maximum occupancy number and indicate this next to the room number. *If the layout of a room does not allow personnel to maintain this distancing, then the actual max occupancy of a room will be lower than calculated above.*

Room size (sf)	100	200	300	400	500	700	1000
Max possible occupancy	1	1	1	2	3	4	6
Actual max occupancy	1	1	1	≤2	≤3	≤4	≤6

**Note that these are maximum room occupancies: you may choose to have fewer people with greater spacing.**

While conducting Step 2, you should also consider whether any of your instruments are too close together (i.e., less than 6 feet apart) to allow simultaneous use for more than 10 mins. If this is true, you will need to devise a plan to ensure that their use is mutually exclusive (for example signage and a booking system that prevents co-reservations). Alternatively, you may want to make changes to address this problem. For example, you could decide to temporarily shutdown an instrument for the ramp-up phase, or move essential equipment to enable appropriate distancing and simultaneous use. If you propose changes, consider whether you need to consult with the Head or AO of the DLC in which your space is located.

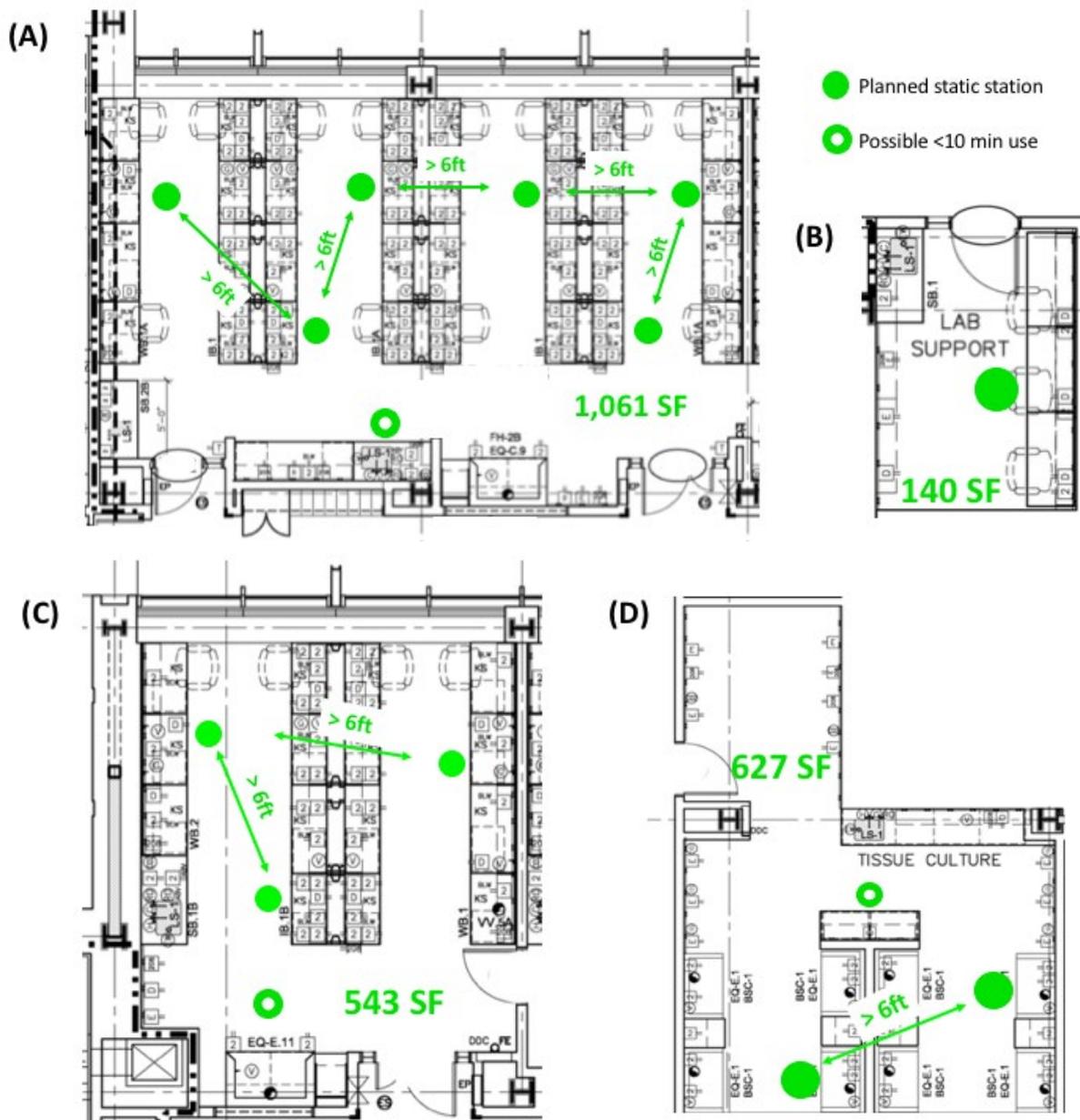
3. For potential bottleneck areas, such as entry and exit points or gowning rooms, consider how to minimize interactions. This will be especially important if many users visit your Core Facility. These areas may need particular attention. Possible options include: adding scheduling procedures; improving sight lines and/or instigating a call-out system; and adding floor markings for directional flow and/or waiting positions (including in adjacent corridors if necessary). If this involves areas outside of your space, be sure to consult with the Head or AO of the DLC in which your space is located.
4. Also note any work areas that are used frequently, but typically for less than 10 minutes (non-static occupancy). As with Step 3, consider adding floor markings for direction of movement, or indicating waiting positions that maintain 6 feet distancing.
5. If your Core Facility analyzes samples, or generates reagents, establish drop-off/pick up points and/or procedures, to minimize user interactions with staff and other users. Be sure to consult with your EHS Coordinator in developing this plan.
6. For rooms that are not expected to be used at all in the first RR phase, designate those as unused.
7. If you share a room with another group, you need to coordinate with them to ensure that the actual maximum occupancy in the space is never exceeded.

### **A3. Developing and submitting your space planning documents (Exercise A)**

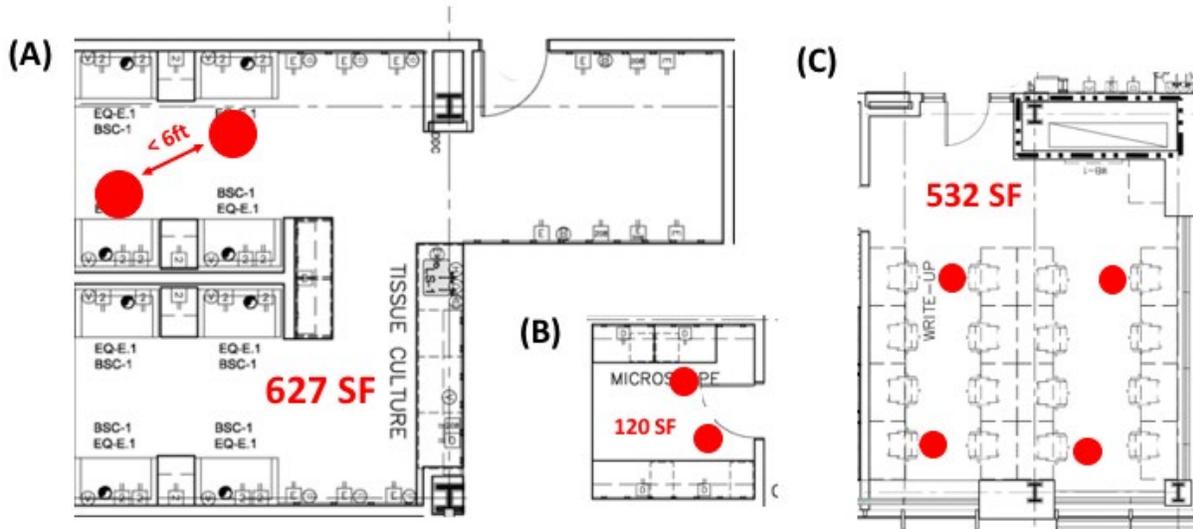
Once you have considered Steps 1-7 above, and developed your space plan, you will need to complete Exercise A, including both occupancy maps and the RR Core Facility Space planning checklist, and submit these for review as described below.

#### **Occupancy maps**

As described in Step 2, make mark-ups of each rooms floor plan, either by hand or using any electronic editor (e.g., Adobe Acrobat, Powerpoint, Preview) with dots to indicate fixed personnel positions, and an alternate symbol to indicate potential transient positions (less than 10 minutes occupancy). Shown below are example plans that DO (Figure 2) or DO NOT (Figure 3) conform to guidelines. You should submit as many different plans as needed to convey any alternate space usage you anticipate (see Step 2 above).



**Figure 2. Examples of space plans that meet the criteria for safe space layout. (A)** A 1,061 sf lab space can accommodate a maximum of 6 people working at static stations (solid circles); **however, PIs may choose a lower number of researchers for increased distancing between workers.** Transient interactions (less than 10 min) that occur with less than 6 feet of separation between individuals are acceptable, but they should be very occasional and as brief as possible (e.g., returning a reagent to a refrigerator, handwashing at a sink, etc.) **(B)** Example of a 140 sf office space that can accommodate a maximum of 1 person. Please note that such spaces should be used only when waiting for experiments, and should not be occupied by individuals solely for activities that can be performed remotely. **(C)** Example of a 543 sf laboratory space that can accommodate a maximum of 3 people working at static stations. **(D)** Example of a 627 sf tissue culture room. Although the 160 sf/person rule would allow a maximum occupancy of 3, in this case, the lab layout does not allow for that many researchers. Instead, the actual maximum occupancy is 2.



**Figure 3. Examples of space plans that DO NOT meet the criteria for safe lab layout. (A)** A 627 sf tissue culture room can accommodate a maximum of 3 people working at static stations (solid circles); however, there needs to be 6 feet of physical distance between people. **(B)** A 120 sf microscope room can only accommodate 1 person under the guidelines. **(C)** Even though this plan has 6 feet of physical distance between people, a 532 sf room can accommodate a maximum of 3 people.

CF Leaders may believe that the operation of one of more spaces within their Core Facility make static work positions and >6ft spacing infeasible or unnecessary (e.g., clean room facilities with enhanced PPE precautions and high level air exchanges). In this event you **must** still complete the plan to the best of your ability, and indicate anything you are proposing to enable safety, such as directions flow markers or waiting spots. Any necessary explanation should be included in the RR Core Facility Space Planning Checklist (see below).

**RR Core Facility Space Planning Checklist ([Appendix 1](#)).**

1. Complete the checklist in [Appendix 1](#).
2. Assign a COVID-19 Designated Monitor for your space. This should be someone who will be actively present in the Core Facility space, and could be you. The COVID-19 Designated Monitor will need to be involved in the development, execution, and oversight of your plans. They should double-check your calculations and provide input on how the plan will impact research in the lab. Provide the name and MIT email address of this individual on the RR Core Facility Space Planning Checklist. Note, again, that the Designated Monitor for your Core Facility could be **you**.
3. Complete the YES/NO check box on whether your space plans comply with the guiding principles (see Section A1).
  - If you answer YES (plans do comply), submit your documents for review to the DLC Head and AO in which your space is located. If you have **no** DLC oversight, submit

your plan to the Core Facility subgroup of the MIT Research Ramp-Up Lightning Committee ([CF-RR-review@mit.edu](mailto:CF-RR-review@mit.edu)) **by June 8**.

- If you answer NO (plans do not comply), submit your documents for review to BOTH the DLC Head and AO in which your space is located **and also** to the Core Facility subgroup of the MIT Research Ramp-Up Lightning Committee ([CF-RR-review@mit.edu](mailto:CF-RR-review@mit.edu)) **by June 8**. This additional review exists to help you develop safe working conditions, not impede operation of your Core Facility.
4. In the space narrative section, write an explanation (as brief as necessary) of how you plan to manage each of your rooms to achieve the guiding principles above. In particular, you should focus on spaces that pose a particular challenge in terms of maintaining density and/or distance guidelines (e.g., entry ways) or ones that you believe cannot be operated in strict compliance with >6ft spacing of static work positions. For each of these cases:
- indicate the room number (or numbers, if multiple rooms share the same issues),
  - describe any issues that you are concerned about,
  - describe any reasons that you believe prevent (or make unnecessary, in the case of clean rooms) the development of static workstations and >6ft spacing,
  - describe the alternate strategies you are proposing to ensure the safety of personnel (for example, enhanced PPE or waiting points).

## **Section B. Core Facility RR – Staff Planning (Exercise B)**

MIT Core Facilities provide essential services to MIT researchers and many have small staff, which includes members with unique expertise. In recognition of these circumstances, CF Leaders will have the freedom to deploy staff as needed, as long as these key principles are followed:

- The return to campus is fully voluntary, and personnel cannot feel pressured to return.
- The safety and wellbeing of Core Facility staff, as well as users, must be prioritized.
- All work that can be done remotely, must be done remotely.
- The on-campus staff must be the minimum required to enable the Core's operation.
- Co-occupancy of staff and users (in both time and space) should be the minimal possible. As one example, staff might work M-F am hours and users might access all other hours.
- MIT's rules for physical distancing and face coverings usage must be followed.

### **B1. Ascertaining staff available for RR1**

**For all staff, the return to campus is entirely voluntary. MIT policy is that immediate supervisors cannot contact staff and ask them whether they are willing to return to work.** Instead, MIT will send an online Acknowledgement form to each staff member. To initiate this process, you must submit an accurate list of your staff, their Kerberos and primary building. You (or your DLC head/AO on your behalf) should have already received a spreadsheet, called the Core Facility Ramp-up Personnel Spreadsheet, to provide this information.

Note, a staff member **may** contact you **before** signing their Acknowledgement form, to seek information that will help inform their decision about whether to return. In this event, a CF Leader should answer the staff member's questions, but may NOT ask personal questions about their circumstances, or their willingness to return. The Legal, Ethics, and Equity (LEE) Committee of the MIT Campus and Community Health Monitoring System has developed guidance for discussing return-to-campus plans with your staff (see [Appendix 2](#)). Questions and concerns staff members are likely to raise are described below.

Once the staff member signs the online Acknowledgement Form, the CF Leader will be notified. You can then contact them to discuss the return process.

## **B2. Discussing the staff return plans for RR1**

To develop your RR1 plan, and also to complete Planning Exercise B, you will need to discuss the following points with each staff member:

1. Describe your proposed operational plans for RR1. Be sure to discuss the protective procedures that will in place including the space plans you have prepared above and the policies you proposed to maintain safe working conditions (such as physical distancing of staff and users). See [Guidance to MIT DLCs and PIs related to Common Space Usage](#) and the [EHS PPE Policy Statement](#) for approved policies.
2. Listen to any concerns or ideas they might have about your proposed plans and consider modifications to accommodate their feedback.
3. Discuss possible schedules (see section B3) and ascertain whether returning staff require any accommodations (for example, reduced or evening/weekend hours).
4. Ascertain the transportation mode by which the staff will come to campus. Note that free parking for the MIT community in MIT lots and garages has been extended until September 1.

Returning personnel will have to fulfill several requirements before returning, which are explained in the Acknowledgement Form process, and will need to comply with all of MIT policies for on-campus work.

Policies for non-MIT personnel (both outside service providers and Core Facility users) are being finalized and will be provided at a later date.

## **B3. Development of staff work schedules**

CF Leaders should develop work schedules for their staff, with their input. As noted above, this should be the minimum required to support the Core Facilities mission, in compliance with the physical distancing and face coverings rules, and any work that can be done remotely, must be done remotely.

CF Leaders should be conservative and consider each colleague (as well as any person on campus) as a potential source of infection. MIT Medical will provide guidance in the event of symptoms or a confirmed case within a facility (staff and/or users), but one possible outcome

will be the need to quarantine all work contacts. Thus, development of shift work is strongly recommended, ideally limiting staff overlap with other individuals (staff and users). This could include part-time on-campus work and/or teams working different shifts (for example AM and PM, one day on and one day off, or one week on and one week off). Work plans should be developed for staff members who are off-campus for some or all of their effort (e.g., for data analyses, protocol development, virtual training/support for users, or support for other core staff).

After considering all of the above (and the operation plans below), you will need to complete Exercise B. This involves amending the **Core Facility Ramp-up Personnel Spreadsheet**, in which you have already entered your staff names, Kerberos and building information, and completing the **RR Core Facility Staff Planning Checklist** (see [Appendix 3](#)).

Note, to have access to campus, an individual must be listed on one, and **only one**, personnel spreadsheet. If an individual works for more than one Core Facility, or divides their time between a Core Facility and a PI research lab, coordinate with the other entities to ensure that they are entered on only one Core Facility or PI spreadsheet.

Once completed, the **Core Facility Ramp-up Personnel Spreadsheet** and **RR Core Facility Staff Planning Checklist** should be submitted to any DLC Head/AO that has oversight for your Core Facility staff, for their review **by June 8**. The DLC Head/AO will then send it to [CF-RR-review@mit.edu](mailto:CF-RR-review@mit.edu) for upload into the MIT system.

## **SECTION C. Core Facility RR - Service and User Planning (Exercise C)**

User satisfaction is central to the mission of Core Facility operations. Thus, it is important that CF Leaders consider how any planned changes in your Core Facility's operations might affect the services you will be offering during the RR1 phase, and develop a plan to share this information with users. This will help MIT researchers to plan their work and, hopefully, help to reduce your challenges in providing services during the RR1 phase. Note that MIT PIs have indicated Core Facility needs in their own planning exercises, and this information should be available to you for both planning and outreach.

### **C1. Determining the services to be offered and user access policies during RR1**

For the safety of both staff and users, be sure to consider the following in your planning:

- 1) Limit co-occupancy by Core Facility staff and users, wherever possible
- 2) In-person training must be suspended during RR1, unless it can be conducted with appropriate physical distancing, or is considered to be of exceptional need (requiring pre-approval by the CF Leader, the user's PI and their DLC head).
- 3) Virtual training is encouraged, as long as the facility has the capacity to support additional users within the constraints of physical distancing; this may also provide a role for your off-campus staff.

- 4) Establish clear policies about your expectations for users on PPE while in the Core Facility (i.e., will you follow [MIT PPE policy](#) or have more stringent requirements).
- 5) Establish clear policies about your expectations for users on disinfection/cleaning while in the Core Facility (i.e., will you follow [MIT clean in/clean out policies](#) or have more stringent requirements).

In addition to these considerations, the availability of staff and location of instrumentation may affect your ability to offer any individual service to users, and/or reduce your capacity and increase wait times. You may also want to change your hours of operation, either increasing them to allow dedicated staff hours while still maintaining sufficient hours for user access, or decreasing hours to ensure a safe work environment. Thus, for each of your services, you need to consider whether it will still be available to users, and/or whether there will any changes in how it is offered (for example, staff provided instead of independent use, or modified hours available). Also, estimate any anticipated changes in your capacity and/or wait times, relative to the pre-COVID-19 era.

## **C2. Scheduling Users**

If your Core Facility requires user entry (e.g., independent use of instruments or workspaces), it is important that you implement a booking system that controls user occupancy, and consider specific downtime periods for the use of common equipment/areas, or equipment that is difficult to disinfect, to minimize exposure overlap. This could be an online booking system, or simply a staff member (or appointed researcher) who coordinates appointments.

## **C3. Communicating with facility users**

**For each individual Core Facility**, MIT's information gathering for RR1 will result in a list of the approved MIT returning users who hope to use their services. These lists will be available for outreach to users.

The goal of Exercise C is to provide succinct and accessible information to your users, about the availability of the Core Facilities normal services. Core Facilities vary widely, and thus there is no set format for Exercise C. However, if feasible, we strongly recommend that you prepare a single document (text or table) that lists prior services and states whether they will be available during RR1 and whether the user should anticipate any changes in hours offered, capacity, wait times, and/or turnaround times. **Exercise C should be provided to the Head and AO of any DLC that your Core Facility is associated with, and also to MIT users by June 8.**

Policies about campus access for non-MIT personnel, including Core Facility users, are being finalized and will be provided at a later date.

To minimize user concerns, and help protect you and your staff, provide users with information on your physical distancing, PPE and disinfecting policies BEFORE they access the Core Facility (especially if they are more stringent than MIT polices and/or there will be changes to entry/exit policies). This could be accomplished by an e-mail to users and/or signage outside of

the Core Facility. Note that your policies will need to be in line with, or more stringent than, MIT policies.

## **SECTION D. Core Facility RR - Operations Guidance**

This section contains a list of actions to assist you in preparing your space and staff for RR1.

### **Safe work practices**

Safe-working practices include i) physical distancing, ii) face coverings, iii) hand hygiene, and iv) regular cleaning and disinfecting of shared surfaces (instruments, keyboards, cabinet handles). See [Guidance to MIT DLCs and PIs related to Common Space Usage](#) and the [EHS PPE Policy Statement](#) for approved policies.

- Educate your staff on safe working practices and empower them to raise any concerns.
- Modify staff procedures to minimize overlap and enable safe-working procedures.
- Develop any Core-specific hygiene procedures that expand upon [Guidance to MIT DLCs and PIs related to Common Space Usage](#).

### **Signage and policies**

MIT is designing signage to be used throughout campus. DLCs will have access to downloadable pdfs for room occupancy and reminders of safe-working practices.

- Post signage on the entry doors for each of your rooms to help users comply.
- Place markers on the floor to identify approved static workstations, travel directions (in high traffic areas) and 6 ft separations when queuing for the use of shared equipment/areas (e.g., fume hood, hazardous waste materials, etc.).

### **Preparations in advance of re-opening**

- Reconfigure your space to improve separation of instrumentation and workflows (may require DLC approval).
- Bring systems back online safely and arrange for re-calibration, if necessary, and check supplies.
- Establish booking procedures for users.
- Establish remote access to shared workstations wherever possible.
- Place disinfecting materials at shared instrumentation, sinks, and other locations. Note that MIT will be providing some materials for hand hygiene and surface disinfection as outlined in [Guidance to MIT DLCs and PIs related to Common Space Usage](#).
- Consult with your EHS Coordinator to complete the ramp-up inspection process.

## **Staff, users and visitors**

- Ensure that all personnel understand that all work that can be performed virtually, must be performed virtually.
- All MIT personnel must complete EHS training, daily health attestations and SARS-CoV-2 testing before returning to campus (as explained in the Acknowledgement form process).
- Note that outside personnel (e.g., contracted services, delivery staff, those repairing or installing equipment) will require advance approval. Policies for non-MIT personnel are being finalized and will be provided at a later date.

## APPENDIX 1: RR Core Facility Space Planning Checklist

\_\_\_ Reviewed the floor plans sent by my DLC head/ AO and determined the maximum occupancy of each room based on the 160 sf/ person requirement.

\_\_\_ Reviewed the configuration of my Core Facility space and determined if and how I can place people so that all personnel are at least 6 ft apart while carrying out their primary research activities.

\_\_\_ Considered relocating shared instruments to increase personnel separation.

\_\_\_ If I share a space with another group, I have coordinated with the other group so that actual maximum occupancy in the space is never exceeded.

\_\_\_ Made a markup, or markups, of each room space in the floor plans (similar to the images in Figure 2) and indicated the final maximum occupancy next to the room number.

\_\_\_ Marked any rooms that are not expected to be used at all in the next RR phase as “unused.”

\_\_\_ Sought feedback from my staff members on my configuration plans.

\_\_\_ Designated myself or another member of my group as the COVID-19 Designated Monitor to help in the development, execution, and oversight of my plans.

COVID-19 Designated Monitor Name: \_\_\_\_\_

COVID-19 Designated Monitor MIT Email: \_\_\_\_\_

All of my spaces are in compliance with the Guiding principles (160 SF/ person and > 6 ft physical distancing:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_ If yes, I have submitted my marked-up floor plans and this checklist to my DLC Head/ AO by June 8.

\_\_\_ If no, I have submitted my marked-up floor plans and this checklist to my DLC Head/ AO and to [CF-RR-review@mit.edu](mailto:CF-RR-review@mit.edu) by June 8.

CHECKLIST CONTINUES ON FOLLOWING PAGE

Please complete: Narrative summarizing my space plans with a focus on non-standard rooms and situations.

## **APPENDIX 2: Guidance for Discussing Return-to-Campus Plans with Group Members**

### **Guidance for Discussing Return-to-Campus plans with Members of your Lab Group**

As we move to return to our research on campus, the health and safety of every member of the MIT community are our paramount concerns. We seek to treat everyone equitably and with respect, and to help minimize safety and health risks.

Given this pandemic, there are complicated personal situations we must respect. For individual and community safety, we encourage those who can work remotely to do so. Most of us want to return to campus but some can't, even though they may want to.

Some of our staff will be told by MIT not to be on campus in order to safeguard the safety of others on campus, and, in some circumstances, to protect the health of the individual.

Some of our students and staff may have family concerns—concern for safety risks in commuting; concern for family members who are vulnerable; concern for their individual health; concern because of childcare issues, and many other legitimate reasons one may want to return, but decide they cannot do so at this time. In addition, some students and staff may initially decide that they can return to work, but later find their circumstances have changed and will need to return to remote work.

It is so important that the choice to return to campus cannot have any adverse effect on the manner in which you interact with any of your lab staff—regardless of whether you will be able to return to campus and some members of your lab will not, or whether you are not yet able to return to campus but some members of your lab group can. PIs and lab directors who fall into the latter category may wish to model the spirit of these guidelines by treating the reason for their own inability to return to campus as confidential.

For those who are not available to return to work, you should not pressure them in any way, retaliate for that choice, or even ask about the reasons they are not available. Treat the fact that someone might not be available as you would if you got word that a student or employee were getting an accommodation that was approved by an appropriate MIT group (e.g., Student Disability Services).

For those who are returning, we want to make sure the risks of returning to campus are managed as best we can. This means we will be requesting information from individuals and asking that they comply with state and federal guidelines, such as wearing masks, social distancing, and washing hands regularly. In addition, we want those returning to campus to do so voluntarily with the clear understanding that they can change their decision in the future if circumstances change. These measures are to prevent the spread and reduce the potential risk of exposure to COVID-19 to our workforce and the surrounding community.

We need your help on both fronts: (1) respect individual choices to return to work, do not pressure anyone to return to work, and do not react adversely to an individual's decision, and (2) provide meaningful remote options for them to continue to engage with the MIT community until they can return to MIT's campus.

For those who return to work, we ask that you respect and comply with the measures MIT is taking to reduce the potential risk of exposure and spread of COVID-19, and that you convey a similar expectation to those in your research program who return to campus.

We will be monitoring the situation closely and are excited about returning to do the important work of the Institute safely and equitably.

Prepared by members of the **Legal-Ethical-Equity** committee of the MIT Campus and Community Health Management System

14 May 2020

## APPENDIX 3: RR Core Facility Staff Planning Checklist

\_\_\_ Discussed plans for RR1 Core Facility operation and expectations for staff with each member of my group.

\_\_\_ If I share a staff member with another group or PI, I coordinated to ensure that they will be listed on a single spreadsheet.

\_\_\_ Filled out the Core Facility Ramp-Up Personnel Spreadsheet (Planning Exercise B).

\_\_\_ Established a work schedule of available personnel, while considering both their constraints and that shift work is encouraged.

\_\_\_ Communicated with staff members MIT EHS's "Working Alone Policy," if necessary (<https://ehs.mit.edu/about/policies/working-alone-policy/>).

\_\_\_ Submitted my completed Core Facility Ramp-Up Personnel Spreadsheet and this checklist to all relevant DLC Heads/ AOs by June 8.

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