

From: Krystyn Van Vliet krystyn@mit.edu
Subject: New remote teaching resource for faculty and instructors
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To: fisherp@mit.edu



Krystyn Van Vliet, Associate Provost
Joe Higgins, Vice President for Campus Services and Stewardship

Dear MIT Faculty and Instructors,

As we are all adapting to changes in our work practices and access to campus buildings, MIT is providing a resource for faculty and instructors who need quiet, private locations to prepare or deliver remote education. This option has been developed with input from MIT Medical, and has public health aims – and your health and workplace challenges – in mind.

You can find a brief [“what, how, and where” manual here](#). In short, a number of small private, secure-access offices in building E17 dedicated to this purpose are available through calendar reservation. These offices will receive enhanced cleaning in keeping with Covid-19 guidelines. These rooms will be available starting Monday, March 30, and can be reserved now.

We thank CAPD Interim Executive Director Deborah Liverman for adapting her group's space to meet this emerging need, and Marco Gomes and Farouk Alia in IS&T for setting up security and scheduling.

We also appreciate your understanding as faculty and instructors that this localized resource provides social distancing within private spaces, and reduces strain on other members of the MIT community who provide safety and security in our campus buildings in this unusual time and always. These rooms are available for your use for the purposes specified above and we appreciate your cooperation and patience; we are pursuing other options for the rest of the MIT community. We hope you find this resource helpful in the days ahead.

Thank you.

Sincerely,

Krystyn Van Vliet

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