

RECOMMENDATION ABOUT VISITORS TO CAMPUS THROUGH FALL 2020

To ensure that MIT can maintain as low a density as possible to allow MIT students, staff, and faculty to pursue their educational and research activities as safely as possible, we anticipate many members of the MIT community (students, faculty and staff) will not be permitted to access campus regularly in the fall. Our first priority is to enable them to have increased access in a safe way. Afterwards, we would seek to add others. For this reason, it is recommended that visitors external to the MIT community not be permitted on campus, except those who are essential for MIT to conduct those activities as well as the vital services that support those endeavors. Service activities are defined as those essential services as determined by MIT's operating status and re-engagement strategy. Note that this document addresses visitor in-person access to campus; engagement with campus visitors can continue, but should be done virtually wherever possible.

Visitors authorized to be on campus, including Institute-approved housing, will need to have appropriate credentials and must adhere to MIT COVID-19 policies, as well as local and State guidance or orders. We anticipate this recommendation to be in effect through the fall of 2020, but we will re-evaluate as public health conditions change.

It is also recommended that policies and protocols be established for the recommendations detailed below, either by an already existing group, or by a new team of relevant faculty, staff, and students. Policies and protocols will address:

- Access control measures and enforcement
- A process for exceptions
- Equity issues related to access and services
- Communication planning about policies and expectations for visitors
- A strategy for managing unplanned visitors and people stopping by (e.g. screening requirements)
- Delivery of training for all visitors
- Identification of common areas for visitor purposes (e.g. safe area for photo ops, including positive deflection (e.g. outline smoots to stay safe with social distance, wear face coverings, etc.)
- Signage about visitors and campus access in public outdoor areas
- A plan for restroom access and use (possibly add portable restrooms with hand-washing sinks outside to discourage the general public from trying to go inside to use MIT restrooms).

Finally, administrative offices, faculty, staff, and students are strongly encouraged to not move events and programs off-campus to accommodate visitors. Moving events and programs off-campus for this purpose continues to put the health and safety of MIT community members at risk.

Who visits campus?

Type of Visitor or Community Member	COVID-19 Planning Team recommendation	Oversight/Owners
Students	As invited back by MIT official process.	
Employees	As invited back by MIT official process.	
Affiliates	Only allowed on campus for a specific reason to support essential services, or if they actually live here. This may need to be evaluated on a case-by-case basis.	
Alumni	No	Alumni Association, FSILG Office
Donors, prospects, program sponsors, and members	No	Resource Development
Corporation and Visiting Committee Members	No	Corporation Office
Advisory councils	No	School or department affiliated with the advisory council
Retirees, emeriti/ae faculty	No, unless for a MIT medical appointment or if access to campus is essential for MIT's research enterprise.	MIT Retiree Association, managed by Community Services Office
Guests or collaborators of faculty and staff	No	Administrative Office of requisite faculty or staff member *
Visiting faculty and scholars, including residential scholars	No, unless teaching or essential to academic and research activities.	Administrative Office of requisite faculty or staff member *
Employers engaging and recruiting MIT students, postdocs, and alumni	No	MIT Career Advising and Professional Development, Sloan CDO
Affiliated institutes and start-up companies	No	Administrative Office of requisite faculty or staff member*
Families and friends of students (including parents), faculty, and staff	<ul style="list-style-type: none"> To deliver students only (pick up and drop off) – protocols for pick up/drop off will need to be developed. 	DSL designate, House Managers, Daycare Center management

	<ul style="list-style-type: none"> To drop off faculty and staff who are needed on campus. For MIT medical appointments. For MIT daycare drop offs and pick-ups, if open child care centers are open. 	
K-12 groups (students and chaperones)	No	Admissions, DAPER, K-12 Outreach in Office of Government Relations, and requisite sponsoring departmental designate
College students (organized groups such as sports teams and student organizations)	<ul style="list-style-type: none"> No in general, but waiting on info re: varsity sports teams (a team has been formed, led by Anthony Grant, to make the relevant recommendations). No visitors in residences or FSILGs. No registered parties or other social events. No visiting student organizations or competitions hosted at MIT. 	Requisite sponsoring departmental designate (e.g. DAPER, OGE)
Cross-registered students	<p>Treat as our own students with same rules, but may need to look further into this (may depend on what academics they are taking and if those are in person).</p> <p>Note: Decisions will need to be made about MIT students registering at partner institutions.</p>	Registrar
ROTC students and staff from partner universities	Treat as our own students with same rules, but may need to look further into this.	ROTC program
Visiting students	No, unless an exception is granted by the Dean or Provost.	Requisite sponsoring departmental designate
Special students	No, unless there is a prior contractual agreement.	Requisite sponsoring departmental designate
Exchange students	No, unless there is a prior contractual agreement.	Requisite sponsoring departmental designate
Speakers, performers, artists	No, unless program is being done virtually.	Administrative Office sponsoring performer, speaker, artist
International visitors	No	Manager of External Relations (reporting to Richard Lester)
Dignitaries and special guests	No	Institute Events or sponsoring departmental host

Government representatives (local, state, US and international)	Maybe, if directly related to MIT business or COVID-19 response (would need special permission).	Government and Community Relations
Conference and meeting registrants	No (we anticipate no conferences and events)	Institute Events
DAPER memberships (Z-Center gym) for non-MIT ID holders	A team has been formed, led by Anthony Grant, to make the relevant recommendations. DAPER to explore a phased-in plan for Z-Center and other facility operations.	DAPER
MITemps and other temporary staff	Yes, if needed to support MIT essential operations that cannot be performed remotely, otherwise no.	Human Resources and/or Administrative Office hiring requisite temporary staff*
Disability services contractors (e.g. ASL)	Yes	Disability and Access Services for students, Human Resources for staff.
Contractors	Yes, if needed to support MIT essential operations that cannot be performed remotely, otherwise no.	Procurement and/or Administrative Office hiring requisite contractor*
Consultants	Yes, if needed to support MIT essential operations that cannot be performed remotely, otherwise no.	Human Resources and/or Administrative Office hiring requisite consultant*
Vendors	Yes, if needed to support MIT essential operations that cannot be performed remotely, otherwise no.	Procurement and/or Administrative Office hiring requisite contractor*
Equipment repair technicians	Yes, if supporting essential functions.	Procurement and/or Administrative Office hiring requisite contractor*
Retail operators (some may have IDs)	Yes, if supporting essential functions /retail that is decided to be open (e.g. food service).	MIT Dining where appropriate; DSL Business and/or MITIMCO
Retail customers	<ul style="list-style-type: none"> MIT community or essential contractors/vendors/consultants: Yes (for food services, anticipate for take-out only). Non-MIT /general public: No. 	MIT Dining where appropriate; DSL Business and/or MITIMCO
Cambridge residents	No to indoor spaces but unsure how to enforce Can't really enforce outdoor spaces, but can provide signage for safe use.	Requisite sponsoring departmental designate (e.g. DAPER, ORSEL)
Cambridge first responders	<ul style="list-style-type: none"> For emergency response: yes. 	MIT Police

	<ul style="list-style-type: none"> • Yes also if we have an agreement to support them on our campus in some way (e.g. if we are providing them with housing or medical care in our facilities). 	
Community residents who are voters and election staff (MIT is a voting precinct).	Yes, following appropriate health and behavioral guidelines. Details to be worked out with election officials and MIT.	Office of Government and Community Relations
General public	No to indoor spaces but unsure how to enforce. Can't really enforce outdoor spaces, but can provide signage for safe use.	MIT Police

* Access could be monitored by designated points on campus (e.g. Info Center, Kendall Welcome Center).

The chart below details the types of events and visitors with recommendations for access to the MIT campus.

Reasons to Visit	Visitors	Recommendations
Tours Admissions tours Departmental tours Outside tour groups Professional tours (architectural, arts, laboratories, etc.)	Prospective students and family (Admissions) Prospective student athletes Tourists Invited guests Industry professionals and students	No in-person tours.
Events Meetings and conferences Lectures and workshops Academic programs Functions (receptions, lunches, dinners) Performances Religious services Job fairs Science fairs Open houses Contests and competitions	Invited guests & registrants Audience (walk-ins) Performers Presenters Speakers Caterers and other vendors Technical staff and production staff Photographers News media Exhibitors Outside event organizers Temporary staff Camp participants and counselors	No in-person events, with the exception of: <ul style="list-style-type: none"> • Religious services, need to follow social distancing policies. • Athletic events (a team has been formed, led by Anthony Grant, to make the relevant recommendations).

VIP and international delegations Social events K-12 camps Athletics events Institute events Ceremonies		
Academic and Research	University and research colleagues Government representatives Visiting faculty & scientists Prospective students and family Visiting students Interns Students who cross-register (Harvard, Wellesley, etc.) Research subjects Researchers from affiliated institutions (Whitehead, Broad, Ragon, Draper) Representatives from The Engine, Venture Mentoring (other start-ups) Participants in sponsored contests and prize programs K-12 and special program registrants Guest lecturers attending an academic class	No, unless exceptions made as noted above.
Departments, Labs and Centers	Private meetings with faculty and staff Job applicants Industry partners Company recruiters and presenters Consultants Sales people Vendor deliveries Contractors Individual donors and prospects Program sponsors Advisory council members Alumni visitors Film crews	No, unless exceptions made as noted above.

	News reporters	
DAPER Athletic Programs Varsity Club Sports Intramurals Recreation External events Sports camps	Visiting teams Spectators Referees and officials Recreational sports participants Camp participants and counselors External members	A team has been formed, led by Anthony Grant, to make the relevant recommendations.
Campus Services MIT Events and Information Center MIT Chapel and Religious Activities Center (W11) MIT Medical Day care centers Stratton Student Center stores & services (The MIT Coop, Post Office, etc.) Retail dining operations MIT Federal Credit Union MIT Press Bookstore Welcome Center (opening TBD) Public ATMS Visitor parking areas	Service and retail operators Customers Members (MIT Credit Union & MIT Medical)	No, unless exceptions made as noted above.
Museums, Galleries & Libraries MIT Museum MIT Museum Studio & Compton Gallery Hart Nautical Gallery LIST Visual Arts Center Wiesner Student Art Gallery Keller Gallery (architecture) Libraries, Institute Archives and Special Collections	Visitors and tourists Patrons Presenters Researchers and scholars	<ul style="list-style-type: none"> • No in-person visitors, unless clear guidance from state and local officials deem it appropriate for the MIT Museum and the List Visual Arts Center to open with appropriate protocols. • No in-person visitors for any other galleries on the MIT campus.

<p>Public Spaces and Architectural Attractions</p> <p>Lobby 7 Memorial Lobby (Building 10) Edgerton Center / Strobe Alley Media Lab Buildings Stata Center and Vest Student Street Stratton Student Center Kresge Auditorium MIT Chapel Killian Court Hockfield Court and Collier Memorial Koch Cancer Center Galleries Public Art Collection</p>	<p>Visitors and tourists</p>	<p>A plan is underway for signs in external campus locations; the message will address the need for social distancing and mask-wearing guidance.</p>
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