

Visitor Policy Recommendations

July 20, 2020

Ad-hoc team

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Overall guidance

- Grounded in principles of safety, equity, and transparency, as outlined by the [Guiding Principles for MIT's Campus Planning and Operations amid the COVID-19 Pandemic of the Legal-Ethical-Equity \(LEE\) committee](#).
- MIT's first priority is to enable our faculty, staff, postdocs and students to have increased access to the MIT campus in order to pursue their educational, research, and operational support activities as safely as possible.
- To maintain low building density - visitor access to campus will be **significantly limited and discouraged** through the end of the calendar year 2020.
- Engagement should be conducted virtually whenever possible.

Defining visitors and access

- **Campus Visitors**, for purposes of this guidance, are defined as individuals who do not have an MIT appointment and who come to campus to conduct specific activities on a temporary basis.
- **Access policy to MIT Campus** applies to Institute-owned and Institute-leased properties, and Institute off-campus (OC) properties including Bates Research and Engineering Center and MIT Haystack Observatory.
 - MIT Lincoln Laboratory, MIT Endicott House, and MIT's Washington D.C. Office will follow separate protocols for visitors.

Essential visitor exceptions

Visitors may be vital to **performing essential campus functions** including in academic, research, residential life, construction, and health and safety operations, **or may need access to essential services provided by MIT.**

- Conducting or Participating in Research
- Instructing or Learning
- Campus Construction and Operations, including Residential and Retail Services
- Benefits-Related Services for those who are not MIT Appointees

Campus Visitor Purpose	Recommended approved access limited to these Campus Visitor Subcategories
Conducting or Participating in Research	<ul style="list-style-type: none"> • Research staff appointed or employed by neighboring research institutions (Broad, Whitehead, Ragon, Draper)¹ as users of MIT research facilities • External users of MIT research facilities, if deemed essential by DLC and consistent with MIT guidance on current building and campus density requirements, including users employed by other academic institutions, not-for-profit research organizations, or for-profit companies of any size • Human research subjects approved by COUHES for MIT research projects
Instructing or Learning	<ul style="list-style-type: none"> • Third party contractors providing campus lecture recording services, etc.
Campus Construction and Operations, including Residential and Retail Services	<ul style="list-style-type: none"> • Vendors, contractors, and service providers (e.g., MIT- or DLC-managed renovation, custodial or dining service contractors, Bright Horizons staff of TCCs, laboratory equipment installation, repair and service providers, furniture installation services)² • MIT-contracted employees whose work is on campus (e.g., MITemps employees)
Benefits-Related Services for those who are <u>not</u> MIT Appointees	<ul style="list-style-type: none"> • MIT Medical patients (e.g., family members of MIT appointees; MIT retirees) • MIT Recreation members, (limited to those who have access to campus and contingent on phased reopening timelines and policies for MIT DAPER indoor/outdoor facilities) • Individuals accessing Technology Childcare Centers (TCC) services on MIT Campus • Individuals visiting the MIT Federal Credit Union (contingent on phased MITFCU site reopening)

1. COVID-19 protocols to be addressed with addenda to contracts or communications with employers (OGC to coordinate with VPF and Facilities)

2. Note that some MIT-contracted service providers have MIT Kerberos & ID cards predating Covid-19, and will be processed as visitors during the pandemic response on the MIT Campus.

Access and testing protocols

All MIT Departments, Labs, and Centers seeking to sponsor such approved visits will be informed separately on the internal process for access and testing, which utilizes MIT Covid Access/Pass via the COVID Visitor Monitoring document.

General recommendation: Individual visitors who have the same level of interaction on campus as MIT students/employees (based on days/hours per week) should follow the same access requirements.

All authorized visitors must follow CDC and Massachusetts COVID-19 guidance on face coverings, social distancing, and frequent handwashing. DLC/unit responsible for managing authorized visitors must take an active role in monitoring compliance with this guidance through unscheduled periodic visits.

Other exceptions

Requests for exceptions to grant access for any other visitor category should be submitted by the DLC or unit who seeks to serve as sponsor by emailing:

visitor-exceptions@mit.edu

Additional guidance

Visitors involved in MIT research

- Visiting faculty, scholars, scientists, engineers and affiliates
- Visiting students

Housing Visitor Policy

- Under review

Visiting faculty, scholars, scientists, engineers and affiliates

Appointments of visiting faculty, scholars, scientists, engineers and affiliates will not be permitted during the fall 2020 term.

Exceptions

- There is an exception to this guidance for Martin Luther King (MLK) Visiting Professors and Scholars already invited to MIT whether working remotely or on-campus.
- Visiting faculty needed to fulfill teaching responsibilities or where commitments related to sabbaticals have been made may be able to proceed, but require approval through the exception process.
- Visiting faculty, scholars, scientists, engineers and affiliates whose visits began prior to the ramp down may continue through their anticipated end date; extensions must be approved through the exception process noted above.
- Any exceptions must be approved by the Head of the requesting department, laboratory or center and by relevant School or College Dean or the Vice President for Research.

Visiting Students

Appointments for new visiting students are paused through the fall 2020 term.

Exceptions

- Visiting students whose visits began prior to the ramp down may continue through their anticipated end date; extensions beyond the 12-month limit will not be granted.
- There is an exception to this guidance for students that were part of a laboratory at another institution under the direction of a faculty member joining MIT's faculty. These students will be eligible to receive visiting student status at MIT, are not subject to the 12-month limit, and all fees are waived.
- Any additional exceptions must be approved by the Head of the requesting department, laboratory or center and by the Vice President for Research.

Criteria for exception consideration

- A visitor must be essential to MIT's education and/or research activities.
- A visitor needs to be able to be on campus to receive visiting appointment status.
- The requesting department must be able to accommodate the visitor within the laboratory and office density allocation included in the research ramp-up plans without displacing MIT staff or students.

Housing visitor policies

Under Review

- Daytime visitors from outside a student's residence hall are not permitted in the residence hall at any time.
- Overnight visitors are not permitted in any residence hall at any time.
- Because FSILGs will be closed for the fall 2020 semester, daytime and overnight visitors are not permitted in the FSILGs.

The only exceptions are for the reasons noted below:

- Pre-approved friends or family members who are helping residents move to an off-campus location
- A childcare or healthcare provider who comes to graduate students' Eastgate or Westgate apartments during working hours to provide essential support for graduate students' health or wellbeing, or who allows graduate students to continue their research or teaching duties.
- Graduate residents should contact Associate Dean Naomi Carton via e-mail naomic@mit.edu to request an exception, and undergraduate residents should contact Don Camelio at dcamelio@mit.edu to request an exception.

Questions?

For questions and concerns please email:

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