

# New Guidance Materials

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- Guidance on Remote Fabrication / Making classes
- Teaching Labs Reopening Guidance
- EHS guidelines for Remote Experiments

# Guidance on Remote Fabrication / Making classes

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- Created by Project Manus and EHS
  - Stakeholder input included
- Applicable to remote making and not general hands on
- Can be found at:
  - <https://docs.google.com/document/d/1ti48BDej5DIGXm7nHuH5C1vAXWbNI9upfdvJhRxyQ14/edit?usp=sharing>

# Guidance on Remote Fabrication / Making classes

## Issues and Actions Related to Planning/Running Making and Fabrication in Remote Classes

### Purpose and scope

This document was created to aid in planning and running parts of MIT classes that require remote making and fabrication. This document was created in response to requests to help to identify:

- (a) common issues faculty/staff may need help with
- (b) non-common issues faculty/staff may not realize are critical/important to address (e.g. shipping issues/laws)
- (c) campus offices/programs that can help advise faculty/staff and
- (d) campus offices/programs that provide oversight/approval on aspects related to these issues

This document is the result of many people/offices working quickly to identify and collate this information. They have done their best to identify issues for faculty/staff and provide information faculty/staff can use to make contact with relevant offices/programs at MIT. Due to the many ways a class may be run, it would be impossible to create a document that:

- (a) covers all issues faculty/staff may encounter
- (b) directly answers all questions faculty/staff may have

This document provides enough information for faculty/staff to consider how/if these issues affect them, and the information they need to contact others at MIT that can help them. If you have an issue that is not addressed herein and have questions/need resources, please contact [environment@mit.edu](mailto:environment@mit.edu).

This document was not created to address all general hands-on classes (e.g. labs), it is scoped to help with issues that are related to the remote making and fabrication elements of these classes.

# Guidance on Remote Fabrication / Making classes

## How to use this document

This document is arranged by issue (e.g. shipping or data and privacy). Under each issue, the offices/programs that can help faculty/staff have provided streamlined information to help faculty/staff make decisions about what to do and when to contact them. The information is provided in table form as explained below.

Office or Program	
Engagement	Helps faculty/staff determine when to, and when not to, contact them
Contacts	Contact information for the office/program
Approval	If this office/program must approve certain things, they will note this here.
Review	If this office/program requires review of certain things, they will note this here.
Submission	If this office/program requires submission of information for documentation/etc, they will note this here.
Advice	Advice or pointers the office/program thinks will be helpful for faculty
Resources	Other resources this office/program recommend

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## Table of contents (by issues)

<u>Page</u>	<u>Issues related to:</u>
03	ACCESSIBILITY AND DISABILITY ACCESS
04	ASSESSING RISKS AND HAZARDS
05	AUDIO AND VISUAL SUPPORT (including for use within Zoom)
06	CHEMICALS AND HAZARDOUS MATERIALS
08	COMPUTING AND SOFTWARE SELECTION, INSTALLATION AND USE
09	DATA AND PRIVACY
10	EQUIPMENT, ELECTRONICS & LAPTOPS (Capital = \$5000+ and Minor = \$1000+)
12	EQUITY
13	INJURIES AND LOSS
14	PERSONAL PROTECTIVE EQUIPMENT
15	PROCUREMENT AND STUDENT PURCHASING
16	SHIPPING
18	SOCIAL MEDIA AND SHARING PROGRESS (to enable sharing of progress and community building)
19	WAIVERS AND LIABILITY
20	USE OF TOOLS OR ADVICE ON TOOLS

# Teaching Labs Reopening Guidance, Fall 2020

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- Applicable for on-campus
  - Focus on prevention of virus spread
- Can be found at:
  - [https://ehs.mit.edu/wp-content/uploads/MITEHS Teaching Labs Guidance.pdf](https://ehs.mit.edu/wp-content/uploads/MITEHS_Teaching_Labs_Guidance.pdf)

# EHS guidelines for Remote Experiments

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- Expansion of the wiki and includes:
  - hazardous materials and equipment
  - shipping, particularly internationally
  - risk assessment and safety plan to minimize risk/liability
- Guidance prepared by EHS Office and DLC EHS Coordinators
  - Reviewed by OGC, Insurance, Risk Management
  - Review and guidance by Professors Nelson, Hammel, Hart and Rutledge
  - Pending final approval prior to campus distribution
- Decisions made at DLC level