

As part of its pandemic policies, MIT issued a [Return to Work on Campus policy](#), detailing the safety requirements for being on campus, such as completing the daily health attestation and the wearing of face coverings.

To aid in making quick and consistent responses to alleged violations of the Return to Work on Campus policy, MIT will follow a new process, summarized below. This [new process](#) (Touchstone login required) applies to allegations against faculty and staff; a similar [expedited Committee on Discipline process](#) is in place for allegations against students.

The key provisions are:

Expedited review process

- All complaints of alleged violations of the Return to Work on Campus policy are forwarded to the Manager of Institutional Compliance at covidcompliance@mit.edu.
- The Manager of Institutional Compliance, in consultation with the OGC and others, will work with the DLC to find facts and appropriately respond.
- The alleged violator will be informed and given an opportunity to respond.

Decision making

- **Low-level violations:** DLC will determine appropriate response and/or sanction.
- **Other violations:**
 - By faculty, other academic, postdoctoral, or research staff: Provost or VP for Research, in consultation with the school dean, will determine response/sanctioning.
 - By other staff: VP for HR will determine response/sanctioning.

Guidelines for Response/Sanctions

The decision maker – the DLC, Provost, VP for Research, or VP for Human Resources – will refer to the following guidelines when determining the response/sanctions. That said, each case is unique, and these guidelines are not prescriptive; they are intended to offer a basis from which to make a decision about a case. The decision-maker should consider the totality of the circumstances, including aggravating and mitigating factors, when determining sanctions.

Type of Violation

Potential Outcome

First-time face covering

Written reminder of policy, and warning that additional violation of this requirement could result in discipline.

First time “low level”

Disciplinary written warning.

Second time “low level”

OR

One-day disciplinary suspension without pay or access.

First time “medium level”

Repetition of above
categories and

“high level” violations

Five-day disciplinary suspension without pay, or termination
of employment. If individual is a tenured faculty member,
referral to Provost for appropriate sanction.

KEY:

- Types of “**low-level**” violations: one-time face covering or social distancing violation.
- Types of “**medium-level**” violations: one-time access to building without approved access, failure to test, or second incident of a failure to wear a face covering.
- Types of “**high-level**” violations: violating quarantine, repeated violations of the above categories.