Authorized Personnel and Campus Access Requests
Under MIT’s Limited Access Plan, access to campus buildings is limited to designated personnel for continuity of approved critical research, remote education, and safe operation of the campus.

The following information explains the Department of Materials Science and Engineering’s policies and procedures for access to labs, office space, and MIT educational continuity.

- **Recurring Access Requests**: All recurring access requests for critical research or general department space should be sent to the DMSE Facility Manager, Adam Shervanian (ashervan@mit.edu) and the EHS Coordinators, Mary Lindstrom (marylindstrom@mit.edu) and Lars Llorente (llorente@mit.edu) for initial review. After the initial departmental review, a formal online request needs to be submitted to MIT senior leadership (https://ist.mit.edu/campus-safety/request-access). If the online request is approved, recurring access will be in place within 48 hours. Anyone who has been granted recurring access must carry their MIT ID and their government issued ID while on campus.

- **One time Access Requests**: If you require one time access to departmental space (e.g. to retrieve office items), a one-time access request should be sent to the DMSE Facility Manager, Adam Shervanian (ashervan@mit.edu) for initial review and a discussion about a timeline. After the initial department review, a formal online request needs to be submitted to MIT senior leadership (https://ist.mit.edu/campus-safety/request-access). Once approved, the requestor has two options to gain access to their space: 1) Meet the DMSE Facility Manager on campus for access during the date/time approved by MIT senior leadership; 2) Meet the MIT Police in the lobby of 77 Massachusetts Avenue for access during the date/time approved by MIT senior leadership. Anyone who is granted one time access must carry a copy of the approved request (printed or digital), your MIT ID, and your government issued ID.

- **Emergency Access**: If there is an emergency situation and an immediate need to access DMSE space, faculty, staff, and students can request access from MIT Police by contacting 617-253-1212. Please make sure access is a critical need before contacting the police. The MIT Police hold an important role in ensuring safety and security on campus, and at this time only critical visits should be requested.

- **Faculty Academic Requests**: All faculty academic related requests should be limited to E17. There is an online booking option for those that need a quiet place for teaching, https://covid19.mit.edu/sites/default/files/FacultyRemoteEdResource-ReservablePrivateOffice-HowTo.pdf.

The safety guidance below is for people that have been approved to visit DMSE labs for maintenance purposes. The information in this document is a supplement to the lab’s standard safety practices. Labs are expected to comply with all existing departmental and MIT policies and regulatory requirements.

*Note: All personnel performing maintenance visits and their PIs must stay up-to-date on all required EHS trainings.*

**Off-Site Resources**
It is recommended to provide personnel performing maintenance visits with phone numbers for off-site people that can provide help or guidance in the event of an observed issue in the lab.

**COVID-19 Concerns**
Personnel who are exhibiting symptoms of COVID-19 must stay away from the lab. Any symptomatic people should call the MIT Medical COVID-19 hotline at 617-253-4865.

Refer to MIT Medical’s flowchart (https://medical.mit.edu/howto) for information on other situations that may warrant self-isolation.
Getting To and From Campus

All personnel should consider methods to commute to/from MIT that limit potential exposure to the COVID-19 virus, such as walking, biking, or driving.

More information on commuting options, including changes due to COVID-19, is available on the Facilities website (http://web.mit.edu/facilities/transportation/index.html).

Working Practices

Each group member visiting MIT must follow personal hygiene practices that lower risk of coronavirus infection, including:

- Frequent hand washing (20 sec with soap and warm water) when entering/exiting lab or restrooms.
- Disinfecting surfaces that personnel have come in contact with at the end of the maintenance visit. Some example methods are listed below. For additional guidance on specific procedures or alternative disinfectants contact your EHS Coordinator.
  - 10% household bleach made weekly, with a 5-10 minute contact time. It should be followed with a 70% ethanol or water rinse to remove bleach residue.
  - 70% ethanol - ideally give it a few minutes contact time and then wipe any residual off. It should be at least a 1-minute contact time to be effective.
  - PREempt (0.5 % activated hydrogen peroxide) is a good general disinfectant because it's non-corrosive and will disinfect more things than ethanol. It should only need a 1-minute contact time, but does leave a slight white residue that is easily wiped off with a 70% ethanol/water rinse. It is a ready-to-use formula and has a 2-year shelf life.
- Covering one’s mouth with elbow/tissue to shield others from cough or sneeze.
- Social distancing of at least 6 feet between people whenever feasible.
- Additional precautions must be in place when group members will be in the lab alone.
  - MIT’s Working Alone Policy is still in effect, including for short maintenance visits if there is a hazard (ex. filling liquid nitrogen freezer). The PI must review and approve any work alone that involves an immediate risk to the person that is alone.
  - It is recommended that groups use methods that will keep on-site personnel who are alone in direct contact with off-site personnel during the visit. Some examples include live stream with an off-campus person using Zoom, phone/text check-ins at beginning and end of work, etc.

Emergency Contact Information

Major Emergencies

- Call the MIT Police at x100 (MIT Phone) or 617-253-1212 (Cell) for emergencies requiring the police, fire department, or ambulance service as well as to report major spills.

Minor Emergencies - Injury

- Follow normal emergency response procedures based on injury type (ex. flushing with eyewash for 15 minutes for eye exposure).
- Call MIT Urgent Care at 617-253-1311 to discuss injury and determine any follow-up or in-person examination that is needed. Due to COVID-19 precautions they do not have a walk-in service for Urgent Care.
- Report the injury to you PI.

Minor Emergencies – Spills or Other Safety-Related Injuries

- The EHS Office will continue to have staff on-site weekdays from 8-5 to respond to urgent questions. They also have on-call people available off-hours.
• During business hours call 617-452-3477; off-hours call the Operations Center at 617-253-4948 and request to speak to the on-call EHS person.

**Emergencies – Facilities-Related**
• For urgent Facilities-related emergencies (ex. Flooding), call 617-253-4948.
• For non-urgent issues submit a Facilities Request through Atlas.

**Additional resources:**
• MIT COVID-19 hotline: 617-253-4865
• COVID-19 response information from:
  o MIT: [http://web.mit.edu/covid19/](http://web.mit.edu/covid19/)
  o Cambridge: [https://www.cambridgema.gov/covid19](https://www.cambridgema.gov/covid19)