Campus Access and Lab Safety Guidance for DMSE During the COVID-19 Shutdown

Authorized Personnel and Campus Access Requests
Under MIT's Phase 2 guidelines, access to campus buildings is limited to designated personnel who need to access campus for research, teaching, or operational needs. Access is managed through the COVID Pass system.

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 research or general department space are processed through the PI or supervisor. If the request is aproved, the PI/Supervisor will submit an updated Exercise B Personnel Spreadsheet and justification to Jeff Grossman and Mary Lindstrom (for Bldgs. 4, 6, 8, 16, E25) or Carl Thompson and Lars Llorente (for Bldg. 13).

Individuals given recurring access to campus will be required to sign an acknowledgment form, complete COVID training, be tested routinely at MIT Medical, and fill out a health attestation for each campus visit.

One-Time Access Requests:
One-time access passes can only be granted to an individual with an active Kerberos and an MIT ID. Once the access request has been approved, the individual will get an email to go to COVID Pass. In COVID Pass the individual will need to agree to return to campus on the acknowledgment form and will be asked to complete a health attestation. No training or viral test will be required. After completing a health attestation, the individual will get an authorization for a one-time 25-hour pass to the building they were authorized for, starting immediately. At the end of 25 hours, the access is automatically removed from the system.

For one-time access to DMSE spaces in 4, 6, 8, 16, or E25, please provide the following information to Mary Lindstrom (marylindstrom@mit.edu) and Kevin Rogers (kprogers@mit.edu). For access to Bldg. 13, contact Lars Llorente (llorente@mit.edu) or Susan Dalton (sdalton@mit.edu).

- Name
- Kerberos
- Estimated time on campus
- Reason for one-time visit
- Means of transport to campus
- Building(s) you will access
- Desired date of visit

Emergency Access
In an emergency situation with 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.

Vendor Access
One-time and recurring access for vendors and contractors is also provided through COVID Pass. If a vendor needs access to your spaces in 4, 6, 8, 16, or E25 and does not already have MIT card access contact Mary Lindstrom (marylindstrom@mit.edu) and Kevin Rogers (kprogers@mit.edu). If access is

needed to Bldg. 13 contact Lars Llorente (llorente@mit.edu). Specific access requirements for vendors depends on the frequency of campus access and level of interactions with MIT personnel.

The safety guidance below is for people that have been approved to visit DMSE labs or offices. The information in this document supplements pre-existing standard safety practices. Personnel are expected to comply with all existing departmental and MIT policies and regulatory requirements.

Note: All personnel accessing lab spaces must stay up-to-date on all required EHS trainings.

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

Every person 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 labs or restrooms. Alcohol-based hand sanitizer is used in offices or other spaces that do not have sinks.
- Disinfecting surfaces that personnel have come in contact with at the end of the 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 needs 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.
- Wearing a face cover in indoor public spaces, shared rooms, labs, and when outside but unable to maintain a 6' distance from others.
- Social distancing of at least 6' between people except for transient (<10 minute) time periods.
- Additional precautions must be in place when group members will be in the lab alone.

- o [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.
- o 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 your 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 contact Kevin Rogers (Bldgs. 4, 6, 8, 13, 16, or E25; kprogers@mit.edu), Lars Llorente (Bldg. 13; llorente@mit.edu), or submit a Facilities Request through Atlas.

Additional resources:
- MIT COVID-19 hotline: 617-253-4865
- MIT Medical Updates and Info: https://medical.mit.edu/news/2020/01/2019-novel-coronavirus-updates-1
- COVID-19 response information from:
  - o MIT: http://now.mit.edu/
  - o Cambridge: https://www.cambridgema.gov/covid19
  - o Massachusetts: https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19
  - o CDC: https://www.cdc.gov/coronavirus/2019-ncov/index.html