September 2, 2020

MIT Maker Spaces & Shops
Fall 2020 access policy for research, education, and extracurricular activities

Final Policy

MIT has many maker spaces and shop facilities that enable our research, teaching and learning, and extracurricular activities. Adapting operations during the pandemic response includes guidelines and rules that may be different from our normal ways of operating, but all are in keeping with MIT’s ethos of safety and responsibility while working and teaching and learning together. From good hygiene to building security to staff supervision, we will all need to work together to enforce and reinforce the new rules and practices.

Guiding Principles and Framework

The goal remains lower and controlled population density across campus in Fall 2020 (50% at present and until further notice). Shop staff should keep in mind how activity in their spaces affects the capacity of their floor, building, access pod, etc. Anything that can be done remotely should be done remotely. In all scenarios, those accessing these campus spaces are those invited to campus and using Covid Pass as part of all MIT access protocols. All other safe operation and management protocols of such spaces, distinct from but related to those of safe research laboratory operation, continue to apply as adapted for Covid-19. We seek a clear starting point for access to these spaces in Fall 2020, with a shared recognition that succeeding will allow us to consider more adaptations for future semesters.

Space usage can be classified in one or more of three categories, listed in order of prioritized use of the limited resource of these spaces if and when such choices need to be made:

1. **Research** (faculty-led, including by faculty-supervised UROPs)
2. **Curricular** (Registrar-listed classes during instructional blocks)
   a. Unless otherwise approved by the Registrar and Associate Provost, curricular shops will be scheduled through the Registrar for up to three blocks per weekday, 9 a.m.-12 p.m., 2-5 p.m., and 7-10 p.m. The time between blocks allows for deep cleanings (to be performed by shop staff) and air changes. The time between blocks is also meant to enable students to pick up and consume their meals.
   b. In order to complete course assignments, students may require access to spaces outside of scheduled class meeting times. If this is the case, the instructor must designate the specific location and time windows where that work can occur as RECITATION blocks with the Registrar’s Office.
3. **Extra- and Co-curricular** (hobby, artisan, independent student research or entrepreneurial making, clubs and teams)

***Roles, Logistics, and Protocols***

- **Responsible faculty member:** All operational spaces must designate an MIT faculty member who assumes ultimate responsibility and accountability for the space. This designated faculty member will approve and submit any usage requests and will form a monitoring & compliance team (composed of faculty and staff members) to oversee the day-to-day operations of the space.

- **Monitoring and Compliance Team:** The responsible faculty member, along with staff leadership, will designate members of a Monitoring and Compliance (M&C) Team that will assist in the development, execution, and oversight of the space plan. Members may include faculty, instructional and technical staff, and others. This can be the same group as the DLC Monitoring and Compliance Committee, referred to in other MIT guidance as the DMC.

- **Authorization and access**
  - All users must have authorized access via the Covid Access system and Covid Pass.
  - Covid Access must be granted by:
    - The Principal Investigator (PI) for faculty-led Research uses;
    - The Registrar’s Office and IS&T for Curricular uses; or
    - The Division of Student Life (DSL) for Extra- and Co-curricular uses. (This process is in progress as of 1 Sept, but a reasonable expectation is that students can be reviewed and added in weekly batches. For now, plan for shop staff to start with listing the students you expect to schedule for Sept use [format to follow], and go from there, expecting one-week elapsed time from weekly Friday afternoon requests to Covid Access update.) This DSL step for students assists with ensuring all are in the appropriate testing and daily health attestation protocols, and aids contact tracing because of accurate awareness of buildings approved for access for each of us.
  - Individual user access should be recorded by the facility’s reservation sign-up system and up-to-date daily access log. This will help the spaces have internal awareness of match to scheduling for the accountable faculty member and M&C team.
  - TAs can be added to the Covid Pass as a course instructor with the Registrar’s Office for a space if they need access to conduct course-related activities.
  - Visitors are not allowed under any circumstances.

- **Capacity:** The maximum capacity in a given space will be the lower of 2 numbers rounded down: 125 accessible square feet (ASF)/person, based on a sense of “freedom to operate and circulate” similar to hands-on research activities in rooms that may have some fixed equipment, and the capacity appropriate to the scheduled activity type below.
  - Research: 125 ASF per person, consistent with MIT Phase 2 research operations
  - Curricular: Max of 25 students + instructors + TAs
○ Extra- and Co-curricular: Max of 10 people, inclusive of all persons in the space. When one of these spaces is used for multiple activities, these would ideally be scheduled separately and not operate concurrently; if that is not feasible, the capacity will be the lower (or lowest) of the capacity guidelines above. Within capacity limits outlined above and with consideration for institutional priorities (research and registered courses for degree completion), shop leadership will have the discretion to establish priorities for allocating space for extra- and co-curricular uses (e.g., independent student projects vs club activities vs first-come, first-serve).

- **Staffing:** On-site supervisory and/or instructional staff must be present at all times during open operating hours for non-research uses in the month of September 2020. Staff supervision must be provided by MIT-appointed staff or faculty members as we adapt operating procedures for the spaces with respect to Covid. Graduate and undergraduate students are not permitted to perform this function in the month of September, but are allowed to perform general shop supervision. We will revisit this policy for October 2020.

- **Schedule:** While we are accustomed to many spaces being open 24/7, in the Fall 2020 semester they will be open only for limited and staffed operating hours. Scheduling should be locally managed within posted operating hours or by appointment with required supervision. (One scheduling tool is Bookkit.) Suggested practice for mixed-use spaces is to designate operating hours for each of the activity types, to simplify capacity considerations in each.

- **Users:** To maintain a lower campus density than normal, the guidance to date is that those needing to access campus should spend no more than 25 hrs/week on campus on average (roughly 50% of "normal"). Research labs do this now in terms of pre-arranged schedules for each lab member, reviewed and approved by the faculty PI. Time spent in maker spaces and workshops should be included in this consideration of time spent in the non-residential buildings on campus in Fall 2020. Individuals may spend more or less time than that in a given week, but we are thinking about the time with access to the buildings as something we are all sharing. This means that we would not expect students (or faculty or staff) to be using these spaces for more than 25 hours per week on average, especially if they are using other campus spaces for research or classes. That is a new concept for all of us, but the scheduled hours will help us manage this kind of sharing together as simply as possible, and learn as we go.

- **Public health protocols**
  ○ Guidelines for work in a shop are to maintain a 2-meter / 6’ distance with 2-ply face covering and minimize contact closer than that. If you come closer than 6’ to a person for 15 minutes or more in a day, that person is considered a “close contact” for the purposes of contact tracing.

- **Cleaning protocols**
  ○ Custodial staff will not clean individual lab equipment; they will clean high touch common surfaces such as doorknobs and restrooms. Users and local facility staff will be responsible for additional cleaning of their shops. Space-specific cleaning protocols and daily cleaning logs should be developed and maintained to document practices and promote compliance.
Wash-in/wash-out for each new use is the minimum safeguard. Masks/face coverings are required. Safety glasses, if required for the operation, are still required; shared PPE is prohibited unless proper sanitizing protocol is followed.

- See the Guidance for Shops & Makerspaces Cleaning & Disinfecting, Teaching Lab Guidelines, and MechE Cleaning Protocol for more details and resources.

- PPE and appropriate cleaning supplies can be ordered from the MIT Covid Store.

**Security:** Building security is of the utmost importance. All MIT community members should be aware of and help enforce these rules to keep buildings secure. Because of the seriousness of the risks, the consequences of non-compliance will be severe. If there is an override to building access mechanisms or workshop security (such as disabling a lock or propping a door open), usage permissions will be revoked. The first violation will result in the revocation of extra- and co-curricular uses; the second will result in the revocation of curricular uses; the third will revoke research uses. This means that the MIT space itself will be closed to further use for that purpose, assuming the individual(s) compromising the space are unknown.

**Community Accountability and Culture:** Strengthening cultures of accountability and safety will be essential in the coming months. Actions that can support MIT’s ethos of safety and responsibility may include some or all of the following:

- Clear communication, visible signage, and training for all stakeholders
- Student behavioral “contracts”, which are not necessary for each shop to have but may be a tool that some spaces will find helpful to build user awareness of how things are different right now for all involved
- Clearly articulated consequences for noncompliance
  - Disabling or circumventing of building or shop entry controls will result in loss of individual lab privileges in addition to the space closure for the duration of the semester (see Security section above).
  - Individual noncompliance with these policies may result in a referral to the Committee on Discipline and loss of access to campus. MIT reserves the right to take interim measures—including immediate removal from MIT housing—to protect MIT and surrounding community members.

**Planning Process**

1. The Monitoring and Compliance Team will create a space-specific operating plan that addresses the items above (checklists and worksheet template to be provided) and describes operating procedures by proposed use (research, curricular, and/or extra- and co-curricular).
2. The responsible faculty member will review and, if approved, forward to the Space Contingency Working Group (SCWG) for review.
3. SCWG members will follow up to raise and address any areas of concern directly with the Monitoring and Compliance Team with a copy to the responsible faculty member.
4. The SCWG and the home DLC will keep a copy of the operating plan on file.
Key Roles and Contacts

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Space Planning Checklist

- Review the floor plans sent by your DLC head / AO and determine the maximum occupancy of each room based on the 125 accessible square feet / person or lower requirement, depending on usage.
- Review the configuration of your space in terms of benches, hoods, and large pieces of equipment and determine if and how you can place people so that all personnel are at least 6 ft apart while carrying out their primary activities.
- Consider relocating shared instruments to common spaces to minimize the number of people in your spaces and increase personnel separation.
- Develop a space-specific cleaning protocol and daily cleaning log system.
- If you share a space with another PI, DLC, program, or class instructor, coordinate with the other user(s) so that actual maximum occupancy in the space is never exceeded.
- Use an electronic editor to make an electronic markup of your floor plan (similar to the images in Figure 1); indicate the final maximum occupancy next to the room number.
- Using the text box below, write a <1-page narrative summarizing your space plans, focusing on non-standard rooms and situations.
- Seek feedback from your group members on space configuration plans.
- Submit your marked-up floor plans and this checklist to your AO or DLC head and to the responsible faculty member for your area.

Personnel

- If you share a group member with another PI, program, or DLC, coordinate with the other unit that will list that person in their spreadsheet.
- Establish a schedule that
  - For Research: distributes available hours and workspace across available personnel, noting that shift work is encouraged;
For Curricular Use: is consistent with the instructional time blocks approved by the Registrar’s Office or is officially designated as a recitation block by the Registrar’s Office; and that for now, ensures that staff supervisors are present at all times during operating hours;

For Extra- and Co-curricular Use: ensures that staff supervisors are present at all times during operating hours; and

Balances the various uses according to Institute, DLC, and public health priorities.

Write a brief (<1-page) narrative justifying why those personnel and students for whom you are requesting access need to access the space.

Seek feedback from relevant group members regarding your access plans and work schedules.

Consider the steps necessary to reduce activity rapidly if MIT considers a scale-back to be necessary.

Share all relevant policies and resources with your group including

- MIT EHS’s Working Alone Policy
- Cleaning resources: Teaching Lab Guidelines, MechE Cleaning Protocol, pending training video (supplementary to written log and instructions)
- Space reservation software links: Bookkit, Google spreadsheet templates, or other options

Submit the required attachments and this checklist to your AO or DLC head and to the responsible faculty member in your area.

- Annotated floor plan(s)
- Space narrative (<1 page) of summarizing my space plans with a focus on nonstandard rooms and situations
- Operating hours: Which days and which hours will this space be open for scheduling, and for which purposes? (e.g., Category 2/MWF 2-5 p.m.; 7-10 p.m....and Category 3/TR 7-10 p.m.)
- Faculty/Staff scheduling during operating hours (e.g., For Category 2, Mr. Tim Xu on MWF 2-5 p.m.; Prof. Tanya Jones on MWF 7-10 p.m.; and Category 3, Ms. Alex Anders TR2-5 p.m.)
- Personnel justification narrative, including 100% staffing plan during operating hours compatibility with space capacity (e.g., Capacity for Category 2 use on MWF is 8 persons, and we will schedule Bookit access for up to 6 students + 1 TA + our 1 Faculty/Staff to be within 8 persons during these operating hours for Category 2 use.)

- Completed Core Facility Ramp-Up Personnel Spreadsheet