



Tuesday, March 17, 2020

Office of the Director

Dear friends,

Thank you all for your earnest cooperation in planning and implementing our campus exodus. Kavli is in a good position and people are already working fairly productively from home.

We are all figuring out new routines and wondering if we will be able to stay productive and sane. I am hopeful that after these first few days pass we will find new ways to be productive, and perhaps finish some things off that require quiet thinking, away from the usual bustle. In the interest of mental wellness, I encourage everyone to stay in touch over Zoom, and consider tuning in to the MKI Slack, as needed for contact.

A key challenge in the coming days will be to prepare ourselves for the possibility of an illness within our community, or more extended families. MIT's efforts to promote social distancing are consistent with best practices to minimize this possibility, but this memo provides initial guidance on how to proceed, should it become necessary. It also contains some logistics rules about shipping, and backup contact plans.

1. MIT has received approval to begin testing for COVID-19 without requiring prior permission from the State of Massachusetts. We should be prepared for the possibility that positive cases will be confirmed from the MIT community in the coming 1-2 days.
2. If you are experiencing symptoms and are concerned that you are sick, **DO NOT GO** directly to MIT Medical or your health care provider. Instead, **CALL FIRST** to the dedicated COVID-19 hotline at 617-253-4865. More complete information about MIT's official guidance can be found at the link: <https://medical.mit.edu/guidance-COVID-19>
3. We will provide guidance separately to supervisors about what to do if one of your reports becomes ill. There are issues of both public health obligation, and employee confidentiality.
4. If you ship Amazon or other packages to MKI for work or personal orders, we advise you to discontinue this practice or pause any non-essential orders. Shipping and Receiving will remain open for now, but could be impacted if MIT or the State mandates.
5. Employees should not ship any chemicals or hazardous laboratory materials to their homes to engage in lab-like activities off-campus. For valuable or long-lead time items that are close to ship dates, consider asking vendors to hold off on shipment.
6. We are setting up a phone tree to contact everyone at MKI in the event of an internet disruption. Aside from possible initial tests, this will only be used if and when absolutely necessary. Everyone will be asked to provide contact information to the person above them on the tree. If you are uncomfortable with this plan, please contact Amanda Holley and we will come up with another solution.

7. Some of our members have set up an MKI-wide Slack for work communication. We encourage everyone to stay in contact on this workspace but will NOT issue any official announcements or guidance over Slack. Key announcements will go to the mki-all email list and be posted at spacebook.mit.edu.

Thanks all for your patience, and I hope that before long we will reach an equilibrium state that does not require daily updates to mki-all.

Sincerely,

Rob