

From: Michael J Richard mjr@mit.edu   
Subject: EAPS Community Update  
Date: March 17, 2020 at 8:20 AM  
To: eaps-dept eaps-dept@mit.edu  
Cc: Michael J Richard mjr@mit.edu

MR

Hello EAPS friends –

We wanted to send another HQ logistical update in light of the fast-moving situation and changes which have come up over the last 48 hours from both MIT leadership and the Governor’s office re: further reduced gathering sizes and local school and public business closures.

## **HQ STAFFING**

In light of these new guidelines and restrictions, after today, Tuesday, March 17, HQ will essentially be operating remotely, as if in “weekend mode”. HQ staff will frequently check-in on site to take care of tasks or situations that require a physical presence, but otherwise we will be working fully remotely.

## **SECURITY AND ACCESS**

Unfortunately, we have already had report of an incident involving an unauthorized person in our office spaces. PLEASE, if you see anything suspicious, or people who do not appear to belong, **call Campus Police—do not intervene on your own.**

### **Campus Police:**

24/7 Emergency (617) 253-1212

Non-Emergency (lockouts, etc.) (617) 253-2996

For those few of you who may be in the buildings, please remain vigilant and take common sense personal safety precautions.

The revolving doors, tunnel doors, and ground-level side doors should all be locked and will remain card access only during the campus shutdown. Please check with your cards and notify Karen Fosher ([kfosher@mit.edu](mailto:kfosher@mit.edu)) or Scott Wade ([swade@mit.edu](mailto:swade@mit.edu)) if you cannot access any EAPS buildings.

Please do not, under any circumstances, prop doors open or let anyone

in who is unknown to you. If you encounter an unlocked door please notify Scott Wade immediately: [swade@mit.edu](mailto:swade@mit.edu)

## **CONFERENCE ROOMS, CLASSROOMS, LABS, AND OFFICES**

Again, for security reasons, please make sure you close and lock all conference and classroom doors immediately after use to prevent unauthorized access and theft of equipment. Don't leave your lab or office door unlocked or open when you are not physically in the room, and take care to secure valuables out of view as is practicable.

## **KITCHEN AND CLEANING SUPPLIES**

Due to the further reduced HQ staff presence, please expect there to be interruptions in coffee/tea service for the time being and plan accordingly.

Our supply of disinfectants has already been depleted, and we are having extreme difficulty ordering additional supplies due to the nationwide shortage. We will endeavor to resupply disinfecting wipes in the kitchen, but it may be some days before they arrive. Please, leave these supplies for common use in the kitchen and lounge to help keep our remaining community safe. Please do not appropriate them for personal use in offices or homes.

We are putting in place resources in the effort to get our classes online for March 30th. We'll continue to communicate updates and new procedures as details become available. We're excited that so many of you have adopted the new Slack channel so readily, and we look forward to expanding the EAPS community connections there. Please look for a separate communication from Jen later today about some of the features and best practices. In case you missed it, the invitation link to join is: [https://join.slack.com/t/eaps-mit/shared\\_invite/zt-cr0ztf9w-U72\\_ZlIPkg\\_nawIADtu83w](https://join.slack.com/t/eaps-mit/shared_invite/zt-cr0ztf9w-U72_ZlIPkg_nawIADtu83w)

In the meantime, please do take care to keep yourselves and your loved ones safe, healthy, and calm in this tumultuous period. Even as

we all move online, remember to get take a little time to stretch your legs and refresh your spirits by enjoying some fresh air and sunshine in-between Zoom meetings and Slack messages!

Thanks, all, for your patience and creativity as we all work together to get through these uncertain times.

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