

From: Michael J Richard mjr@mit.edu 
Subject: A message from the HQ Staff
Date: March 13, 2020 at 4:47 PM
To: eaps-dept eaps-dept@mit.edu
Cc: Michael J Richard mjr@mit.edu



Dear EAPS friends —

After the whirlwind of distressing events in the last week, your EAPS HQ staff wanted to reach out with an update at the community level about what to expect in the coming days as far as operational logistics.

HQ OPERATIONS

Headquarters will endeavor to maintain a skeleton crew presence during the shutdown period to assist with building issues, supply needs, minor tech support, lockouts, etc. Please, however, be patient and understanding that HQ staff are also in the same predicament as the rest of the community (working from home as much as possible) and there may be times when the 9th floor is closed. We will post emergency contact numbers on the HQ door (54-918)—please be respectful and judicious with their use.

SECURITY AND ACCESS

Starting this afternoon, the campus has gone to weekend/holiday mode for building access. For those who are remaining on campus, or who will be sporadically on campus during the shutdown, please test your key card access and notify Karen Fosher (kfosher@mit.edu) or Scott Wade (swade@mit.edu) if you cannot access Building 54.

As always, please be vigilant and take common sense personal safety precautions in the building during this period where there may be very few other people around. 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

KITCHEN AND FACILITIES

Facilities has let us know that their custodial teams have been re-trained and are paying much more special attention to wiping door knobs, flat surfaces, push plates, elevators and buttons, in addition to more thorough attention to bathrooms, emphasizing high touch point cleaning.

For now, the 9th floor kitchen will remain open, but please anticipate that it may be less well-stocked. We have put in an order to have Facilities clean it every evening. We have also provided disinfectant spray and wipes for you to please use to wipe down buttons, door handles, faucets, etc. after every use. There are also extra fresh sponges supplied in the cabinet above the sink so that they may be replaced often.

COMMUNICATION

We're working as fast as we can on a number of fronts to collect, synthesize, and communicate about what the changes will mean for the rest of the semester. We don't want to rush out information in a piecemeal fashion or clog inboxes, so, for now, we're prioritizing communications on day-to-day logistics. We will be providing further, detailed guides on the MIT license and use of Zoom and other tools at the beginning of next week, with further instructions and policies on teaching and lab protocols to follow later in the week. While we strive to provide accurate information, please realize that directives can change as the situation evolves.

In the meantime, we have set up a **department-wide Slack channel**. We strongly encourage everyone to join. This will be a much more efficient way to get information to each other as it develops, and hopefully ease some of the pressure on our rapidly-growing email inboxes.

Here's how to get started:

Download the app for both your desktop and phone and create an account with your MIT email by navigating to our slack:

https://join.slack.com/t/eaps-mit/shared_invite/zt-cr0ztf9w-U72_ZlIPkg_nawIADtu83w

You will be automatically added to some base channels (general announcements, random) From there you can add yourself to any of the public channels (go to 'browse channels' by clicking on the Channels heading). You can also request access to the private channels as appropriate and the administrators will approve you. It's a powerful tool with lots of features (and more to come with the MIT paid version after our account is converted by IS&T). Please do poke around and explore. NB there is also built-in integration with Zoom and WebEx. These platforms may not be familiar to everybody, yet, and if you have questions on SLACK, please ask Jen for assistance.

We've got two weeks to get ready for classes and we're confident we'll get there. Right now everyone's priority should be getting yourselves and your families safely situated with your own personal "new normal" during this unprecedented event.

We can all be proud of how the EAPS community has banded together with patience, humility, and compassion as the events of the week have unfolded. Our thoughts in HQ are with all of you. Please do take care of yourselves and each other. We're confident that

work have emerged. Our thoughts in MIT are with all of you. Please to take care of yourselves and each other. We're confident that the department will emerge stronger on the other side.

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**DEPARTMENT OF
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