

MIT ENDICOTT HOUSE

COVID-19 Guidelines

MIT Endicott House is confident that all guests and staff can be safe with the use of appropriate check-in and arrival procedures, health reporting, testing, mask-wearing, physical distancing, cleaning, sanitizing and an overall focus on providing a safe environment.

Principles for Setting Policy and Guidelines

- The new normal is different: For the time being, coming to the MIT Endicott House experience will be significantly different than before the pandemic.
- Community health and well-being: The safety of the MIT Endicott House guests and staff is our top priority.
- Expert guidance: We are informed by science, medical experts, and public health experts, including the Centers for Disease Control and Prevention (CDC) and state and local guidelines.
- Personal accountability for clean-up and hygiene: The safety of the community depends on each individual's personal hygiene and adoption of the rules and principles described here. Each individual will be held responsible for this. The new on-property dynamic does not eliminate the basic premise that community well-being is dependent on mutual respect and common sense.
- Clear communications: We strive to convey clearly and frequently all the critical information about our protocols and recommendations.
- Preserving flexibility: We are faced with uncertain developments in a rapidly changing environment, hence necessitating that we formulate action plans that allow us to change course if necessary.
- Diversity, equity, inclusion: In formulating plans, we consider the needs of all members of our community and strive to support those needs with compassion, empathy, and respect. If you have any concerns, please refer to <https://riskandcompliance.mit.edu/compliance/how-report-compliance-concerns> for guidance. You may also confidentially share concerns via hotline.mit.edu.
- MITEH to monitor protocols, procedures and policies to ensure alignment with MIT Medical directives.

Best Practices for Preventing the Spread of Covid-19

- Signage reinforcing physical distancing, handwashing, and other best practices will be displayed in all common spaces. There will be signage to direct uninvited guests to call 781-326-5151 before entering the building. All deliveries at the loading dock will need to ring bell prior to gaining access to the building. There will be signage that masks are required.
- MITEH will provide hand sanitizer and hand sanitizer dispensers throughout the facility, in common areas (building entrances and other key locations); dispensers will be refilled as necessary by MITEH staff.
- MITEH will provide hand soap, disinfecting wipes, disinfecting solution, and spray bottles of sanitizing solution. These materials will be for disinfecting common spaces, dining rooms and meeting space. A hands-free sanitizing dispenser will be placed inside the lobby of both buildings, and sanitizing stations will be set up throughout the facility. The standard items on the sanitation station will include tissues, latex free gloves, individually wrapped hand sanitizer wipes, disposable masks, a bottle of sanitizer spray, and a trash receptacle.

- MITEH staff will receive enhanced training in cleaning and disinfecting high-touch points (including handrails, elevator buttons, door handles, etc.) and have switched to a new disinfecting cleaning solution which meets the EPA's criteria for use against SARS-CoV-2. Cleaning frequency in centrally located common areas (i.e., main corridors, main lobbies, elevators, and restrooms) will be increased to twice daily, and increased further as necessary by use.
- Additional cleaning service requests should be directed to MITEH Front Desk at 617-253-5211.
- Please note that special decontamination procedures are only required for spaces occupied by individuals who are suspected of having COVID-19 (i.e., are being tested and/or awaiting results) or have been confirmed as positive. In the absence of a suspected/confirmed COVID-19 case, routine disinfection procedures will apply.
- When possible exposure related to COVID-19 occurs, please first contact MITEH Supervisor who will contact MIT Medical, and call MITEH Manager on Duty.

Elevators Guidelines

- If possible, avoid using elevators and use the stairs instead.
- The elevator will be designated single person use only with appropriate signage.
- Hand sanitizer dispensers or wipes to be available outside elevators on each floor.
- Use of a personal stylus or other implement should be encouraged to avoid contacting elevator buttons with one's bare fingers; a stylus will be provided in guestrooms and upon request at front desk.
- If possible, elevators will be programmed to keep the elevator doors open when the elevator is not moving between floors. This will increase the exchange of air within the elevator.

Bathrooms Guidelines

- Access to bathrooms must be one person at a time; this requires a system to mark occupied/not occupied (e.g., call out and wait, post-it notes, or an easy to manipulate occupied/unoccupied marker).
- Wash hands upon entry and wash hands upon exit.
- Sanitizing wipes, paper towels, and waste bins should be available inside the bathrooms, and all refuse must be placed within these receptacles.
- No touch or one touch dispensers will be used for paper towel dispensers, soap and toilet paper. Restrooms will be cleaned and sanitized at assigned times and placed on a checklist system.
- Waste bins to be placed near bathroom door exits so that those using a paper towel to turn a door handle upon exit can drop that used paper towel into the waste bin on the way out. Trash will be emptied multiple times through the day.
- Flushing introduces aerosolized particulates in the atmosphere. For toilets fitted with solid lids, close the toilet lid prior to flushing. If this is not possible, stay seated while flushing. Take care to ensure that the toilet has been flushed completely before you leave the stall.

Corridors and Staircases Guidelines

- For corridors/staircases with two-way traffic, please be cognizant of those in front of you, or those passing by, and keep at least 6 feet distance.
- In case of a fire alarm or another alarm, safety procedures that were established before the COVID-19 pandemic should be followed, superseding any of the above guidelines.

Conference Rooms Guidelines

- If data indicate that we reached a transition point for normalizing social interactions, access to conference rooms will become possible, with the following considerations: Chairs and desks must be placed according to physical distancing guidelines. There will be a limit on how many people can use each conference room at the same time.
- All client meetings will be scheduled in advance. A space booking system/ calendar (Skyware) will be utilized in order to achieve the required population density in those rooms.

Shared Office Spaces Guidelines

- Working space will be redesigned to adhere to social distance protocols.
- Shared space area's (reception desk) cleaning and sanitizing protocols between shifts.
- No eating is allowed in shared office spaces

Outdoor Spaces Guidelines

- Lunch tables: wipe in and wipe out, maintain physical distance
- Tables will be spaced a minimum of six feet apart.
- Other spaces: maintain physical distance