



Suggested Process for AILG Building Access and Property Retrieval during COVID-19

General

1. Building access shall comply with National, State, Municipal, and MIT policies.
 - NOTE: (As of 6/3/2020) No undergraduates are allowed in the house per MIT policy and overnight stays are not allowed.
2. The building owner shall approve any access to their building and shall have a procedure in place to vet persons requesting access.
3. Current building residents should have timely notification of building access (minimum one week), time of access, and verification that visitor has exited building.
4. Only one person or isolation group of two at a time shall be allowed in any given space.
5. Common hallways, lobbies, and stairs shall remain free and clear of any material at all times.
6. All people in building shall wear masks in the presence of others outside of isolation group.
7. All people shall maintain 6' distance from others outside of isolation group.
8. Non-residents shall wear gloves and masks while in building.
9. The building owner should keep a record (Name and Contact Information) of all persons who access the building in the event that contact tracing is needed.

Access Vetting (See Appendix A)

1. Persons requesting access should attest that they have not had COVID-19 and that they have not been in contact with persons known to have had COVID-19 within two weeks preceding their visit.
2. Persons requesting access should attest that they are of good health, and that they have not experienced any of the following symptoms within the two weeks preceding their visit: Shortness of breath, Temperature above 99oF, Cough, Chills, Muscle Pain, Sore Throat, Loss of Taste or Smell, Nausea, Vomiting, or Diarrhea.
3. Persons requesting access shall agree to follow General Criteria Items listed above.

Best Practices for Property Retrieval

1. Provide at least 2 weeks' notice to former residents of the property retrieval schedule window(s) and how to arrange retrieval.
2. Retrieval should be scheduled for a reasonable time period during daytime hours. Retrieval should be supervised by the building owner or their designee.
3. If not done by the personal property owner or their designee, placement of personal property into storage containers should be clearly documented (date person, contact info(email, phone, address), contents of container).
4. Boxes of personal property can be picked up, mailed, or stored. If stored, storage container should be clearly labelled with owner's name, contact info(email, phone, address), contents, date storage was requested, and date of transfer to storage.



Appendix A- Suggested Vetting Form

Initial Items 1-3, Provide Name and Contact Number and Sign:

1. Persons requesting access shall attest that they have not had COVID-19 and that they have not been in contact with persons known to have had COVID-19 within two weeks preceding their visit.

Initial: _____ **Initial:** _____

2. Persons requesting access shall attest that they are of good health, and that they have not experienced any of the following symptoms within the two weeks preceding their visit: Shortness of breath, Temperature above 99oF, Cough, Chills, Muscle Pain, Sore Throat, Loss of Taste or Smell, Nausea, Vomiting, or Diarrhea.

Initial: _____ **Initial:** _____

3. Persons requesting access shall agree to follow General Criteria Items listed above.

Initial: _____ **Initial:** _____

Name: _____

Address: _____

Phone: _____

Email: _____

Signed, I agree to follow the guidelines Listed on the Suggested Process for AILG Building Access and Property Retrieval during COVID-19 Checklist.

Name: _____

Address: _____

Phone: _____

Email: _____

Signed, I agree to follow the guidelines listed on the Suggested Process for AILG Building Access and Property Retrieval during COVID-19 Checklist.