

FSILG FALL 2021 REOPENING PLANNING CHECKLIST		Resources / Contacts
<i>This template is designed to assist alum house corporations and students with reopening, based on lessons learned from the FSILG Pilot Program and other best practices. Your completed checklist should be submitted to Pam Gannon, pmgannon@mit.edu, by August 1, 2021. If there are areas where you need additional information or support, please let us know.</i>		AILG FSILG Fall Reopening
Organization :		
Governance		
Schedule alum and student leader meetings	<input type="checkbox"/>	
Best practice: Be clear about alum and student roles		AILG Peer Visit Program
Best practice: Be intentional about collaboration & communication		Pam Gannon (FSILG Pilot)
Best practice: Meet your GRA		FSILG Office
Preparation - MIT Information		
Information to the FSILG Office:		
Complete member roster / room assignments (OMM form)	<input type="checkbox"/>	FSILG Office
Submit early arrivals list (due July 20)	<input type="checkbox"/>	Download form
Set resident member return date & notify FSILG Office	<input type="checkbox"/>	FSILG Office
Assign resident member kitchen steward & notify FSILG Office (training required)	<input type="checkbox"/>	FSILG Office
Review MIT Covid policies	<input type="checkbox"/>	MIT Covid Policies
Consider house-specific policies / agreement (optional)	<input type="checkbox"/>	Pam Gannon (FSILG Pilot)
Set up a Guest Log (required for contact tracing)	<input type="checkbox"/>	Pam Gannon (FSILG Pilot)
Preparation - Facilities		
Update security access to building	<input type="checkbox"/>	FCI
Cleaning plan	<input type="checkbox"/>	FCI
Best practice: Hire professional cleaners		
Best practice: Plan for dealing with student belongings		
Overall facility preparation -> see AILG Facilities Committee checklist	<input type="checkbox"/>	AILG Facilities Committee checklist
Best practice: Start early!		FCI
Best practice: Be clear about alum and student roles		Pam Gannon (FSILG Pilot)
Best practice: Engage or determine facility management		FCI
Best practice: Vendor/contractor/chef safety guidelines		FCI
Plan Work Week	<input type="checkbox"/>	AILG Facilities Committee checklist

House Operation		
Set up dining plan (no restrictions)	<input type="checkbox"/>	Pam Gannon (FSILG Pilot)
Set up regular cleaning plan	<input type="checkbox"/>	FCI
Set up regular maintenance plan	<input type="checkbox"/>	FCI
Emergency access information - for facility issue	<input type="checkbox"/>	FCI
Emergency access information - for student issue	<input type="checkbox"/>	FSILG Office
Finances		
Set rent	<input type="checkbox"/>	Pam Gannon (FSILG Ops Sustainability Group)
Best practice: Student lease agreements		
Best practice: Parlor/Activity fees (Non-live-in member fees)		
Best practice: Add to reserves and plan improvements annually		
<i>Please let us know if you have questions or suggestions for how we can support you in reopening.</i>		