Access Protocol during COVID pandemic for MIT Vendors, Contractors, and Suppliers (VCS)
[Updated June 14, 2020]

The following protocols apply to critical vendors, contractors, and suppliers (VCS) coming to campus to support approved core activities and campus research ramp-up plans.

The DLC sponsoring a VCS is responsible for:
• Arranging required access
• Confirming health checks are in place, and
• Confirming that the VCS adheres to MIT COVID-19 policies as well as local and state guidance or orders.

Arranging access to MIT buildings

The DLC sponsor must:
• Obtain approval from their supervisor and then email physicalsecurity@mit.edu to request that the VCS be added to MIT’s approved vendor list. (Note: Some VCS with MIT ID cards/numbers have already been added to MIT’s approved vendor list.)
• Confirm that the VCS conducts a daily health check attestation. (See below.)
• If the vendor has passed the health check: Meet the VCS employees at the designated access point for the area of campus where the VCS will work and escort them to their work site within the building. (View map of access points).
• If the vendor did not pass the daily health check: Do not allow the vendor on campus until they provide clearance from their medical provider.
• Maintain electronic records of VCS visits so that Department Heads and administrative officers can have immediate access if contact tracing is needed.

Process for confirming required daily health checks

If the VCS company has their own documented daily health check of employees in place:

The VCS company must
• Confirm via email to the DLC sponsor that daily health checks are completed for their staff and that records are maintained in accordance with local and state guidance or orders. Note that several companies providing services on campus today conduct daily health checks of their staff, including construction firms, dining hall vendors, and companies servicing and installing research equipment.

The primary MIT contact for the VCS must have access to or maintain electronic records of VCS visits so that Department Heads and administrative officers can have immediate access if contact tracing is needed.
If the VCS company does not conduct daily health checks for their employees:

The VCS visitor must
- Complete a daily health check using the MIT Daily COVID-19 Attestation form and email it to the DLC sponsor daily.

The DLC sponsor reviews the forms and takes the following actions:
- If the VCS reports symptoms or does not agree to comply with PPE and protocol requirement, they should not be allowed on campus (i.e., they answered “yes” to experiencing a symptom, answered “yes” to one of the first 3 questions, or answered “no” to the last two questions about wearing PPE and adhering to the rules and protocols).
- If the VCS passes the health check, the DLC sponsor meets the VCS employee at the designated access point for the area of campus where the VCS will work and escorts them to their work site within the building. (View map of access points).

Delivery address change notification

As a reminder, all mail and package deliveries must go to WW15 or Bldg. 32 loading dock at 32 Vassar Street. All mail and packages will be received in these locations and distributed to the buildings by MIT Mail Services. Deliveries by FedEx and other delivery services must follow this requirement as well. Packages delivered by these companies will be delivered to the lab or office door by MIT Mail Services staff.