



Thursday, March 5, 2020

Office of the Director

Dear friends,

I am writing to communicate the details of a work plan that MKI has developed consistent with MIT's elevated response to the COVID19 coronavirus. We understand that both the facts and the coverage of this disease have led to an increased level of anxiety, and we take the toll on the physical and mental health of our staff very seriously.

We have developed the following points specific to MKI, effective immediately:

1. Consistent with MIT's policy on gatherings of fewer than 150 people, the Astrophysics colloquium, Brown Bag Lunch, Journal Club, and other community events will continue to be held, unless the preference or university policy for visiting speakers precludes their travel to MIT.
2. We are not being asked to work remotely, but we encourage everyone to prepare for this possibility. Our present expectation is that employees should continue to comply with their supervisor's normal guidelines for working on / off campus. However we are providing the attached documentation describing several IT tools (including VOIP phone forwarding) that can be used to maintain productivity should an off-campus work period be warranted.
3. Magellan observers will be affected by the new MIT policy. We are in contact with the observatory to develop contingency plans and should have information to share on this by early next week.
4. If you are experiencing a mild illness but are still able to work and do not wish to use sick time, we encourage you to take a conservative approach and work from home until your symptoms pass.
5. We expect an increased burden on our IT group given the corresponding demand on computing and network resources. Please be respectful of this workload and direct any questions or problems to the full IT group at mki-it@mit.edu.
6. We encourage all MKI employees and affiliates to visit atlas.mit.edu and update their contact information, including home contact and/or cell phone number. This information is only visible to MKI's director, AO, and HR administrator.

The MKI headquarters team and I will update you on our situation as it develops. Meanwhile, thanks for your patience and cooperation as we react to this evolving public health event. We send best wishes to you all and to your loved ones for continued health as we wait for the virus season to pass.

Sincerely,
Rob