COVID-19 HOUSING INFORMATION
Graduate Resident Guidance | March 23, 2020

1. Why is MIT encouraging graduate students to leave on-campus residence halls?

MIT is taking action out of an abundance of caution to help ensure the health and safety of the entire campus community by requiring undergraduate residents to move out of on-campus housing and strongly encouraging graduate students who can work remotely and who can arrange another place to live to do so. As President Reif noted in an e-mail to the MIT community this week, the MIT community has a significant role to play in the concerted public health response to this regional, national and global threat.

2. How do I terminate my license agreement?

Residents who are interested in terminating their license agreement as part of MIT’s COVID-19 response [either temporarily or permanently] may do so through the ‘MyHousing’ portal. Residents must also turn in their keys at the front desk prior to departing campus. Please review this helpful flowchart for additional information.

3. Will I be charged a fee for terminating my license agreement?

No. Students who are terminating their license agreement due to concerns about COVID-19 will not be assessed a termination fee before March 31, 2020.

4. Will I be allowed to move back into my unit/apartment if I choose to move out?

If you choose to terminate your housing assignment and turn in your keys, your access to the residence hall will be removed. If you would like to move back into your 2019-2020 housing assignment after termination, and prior to the end of your license agreement (July 31, 2020), you will be required to complete the Application to Return to Housing at least five business days prior to your requested move-back date.

If you would like to move back into your 2019-2020 housing assignment after vacating due to COVID-19, and prior to the end of your license agreement (July 31, 2020), you will be required to complete the Application to Return to Housing at least five business days prior to your requested move-back date.

At this time, students who have moved out of on-campus graduate housing should plan to remain away from MIT housing until at least April 15. MIT will continue to monitor the COVID-19 situation and adjust this date accordingly. As the current graduate housing policy stipulates, students should expect to be required to self-quarantine for a period of two weeks in their rooms upon return to campus housing.

Please note: The Application to Return to Housing will be reviewed in conjunction with...
public health guidance about when returns to campus can be reasonably approved. When you are permitted to safely return to campus, our goal is to make that return as easy as possible. If you have any questions regarding this application, or if you have an urgent need to return to campus, please contact the team at Housing & Residential Services (HRS) via e-mail at gradcovidmoveout@mit.edu.

5. What should I take with me if I choose to move out?

   **Student Leaving Permanently**

   Students who are terminating their license agreements without the intention of returning to their 2019-2020 housing assignment must pack and remove all personal belongings. Personal items left in rooms or common spaces may be discarded. Students departing campus should also empty their refrigerator but leave the appliance on. The following flowchart provides helpful information.

   **Student Leaving Temporarily**

   Students who are terminating their license agreements with the intention of returning to their 2019-2020 housing assignment prior to July 31, 2020 may leave their personal belongings. Residents should dispose of any perishable items and empty their refrigerator but leave the appliance on. As an added reminder, **do not leave valuable items.** Take them with you. See policies on insurance to make sure you protect the personal belongings you may be leaving.

6. Will I be able to sublicense my apartment?

   At this time, sublicensing is not available for graduate housing. The proliferation of COVID-19 remains a fluid situation, and decisions regarding sublicensing may change as conditions warrant.

7. If I'm currently registered with the Disability and Access Services Office and require additional assistance with moving, what should I do?

   Please contact das-student@mit.edu and the staff in the Disability and Access Services Office will work with Housing & Residential Services to assist you with your needs.

8. Who should I contact with questions about my move-out?

   Specific questions regarding move-out logistics within each residence hall may be directed to the House Operations Manager. The entire staff at HRS will be working collaboratively to share important details with residents, and to help guide the entire residential community through this very challenging and unprecedented situation. You may also e-mail questions to gradcovidmoveout@mit.edu.

9. Will I have access to boxes to assist with move-out?

   Yes. Residents will have access to boxes to pack their belongings. Boxes will be distributed in each residence hall. Specific questions regarding the move-out logistics from your residence hall may be directed to your House Operations Manager. Optional assistance with moving, packing and storage is also available for purchase through Piece by Piece Movers.
10. What is the room check-out process?

There are four steps that students must follow to check-out (for both temporary and permanent move-outs)

1. If you are moving out permanently, ensure to clean, pack and remove all belongings. For temporary departures, please ensure to dispose of all perishable items;
2. Complete the Housing Intent/Checkout Form that was e-mailed to graduate students on Friday, March 13, 2020 at 7:21 pm;
3. Submit a housing termination form (there's no fee for cancellation before 3/31) through the 'MyHousing' Portal; AND
4. Turn in keys at the front desk to ensure that billing for housing has ceased.

Residents will be provided with a check-out envelope for their keys. Identifying information may be written on the envelope including each resident’s name, Kerberos ID, room number, and home address. The envelope containing room keys must be dropped off and registered at the front desk prior to your departure from campus.

11. Will I have access to storage for my belongings?

If eligible students are returning to their current assignments for the next academic year, they may leave their belongings in their rooms. Those graduating or not returning to their current campus housing assignment ending July 31, 2020 must take all of their belongings with them or store the belongings off-campus. Please see the flowchart for more information.

Due to the unprecedented nature of this move-out, HRS is working with Piece by Piece Moving and Storage to launch a website that will be live starting on Sunday March 15, 2020. This is meant to serve as another option for students to coordinate storage, move-out, and shipping needs. The MIT-specific website will have more information about services and rates, as well as details about how to begin logging orders for storage or shipping.

12. Will I have to pay for on-campus housing if I choose to terminate my license agreement?

No. Students who choose to leave on-campus housing and turn in their keys will no longer be billed for their housing and will receive a one-time pro-rated refund based on the date of departure from campus. Please see the flowchart for more information. Please ensure to register your departure with the front desk to confirm it's recorded. Additional information regarding these refunds will be available in the coming weeks.

13. Does this impact the housing processes for the 2020-2021 academic year?

No. The housing processes outlined within a recent e-mail will remain in effect until further notice.

14. Where will my mail and packages be forwarded?

For Residents of Eastgate, Edgerton, Tang Hall and Westgate: The House Operations Manager, front desk and/or MIT Housing & Residential Services cannot forward your mail.
• If you are leaving campus with no intention of returning, please complete the Change-of-Address Form through the United States Postal Service and selected “permanent” move. Also, please inform the MIT Bursar’s Office and Registrar’s Office of the address.

• For residents who are temporarily leaving campus (with the intent to return before July 31, 2020), please complete the Change-of-Address Form through the United States Postal Service and selected “temporary” move.

For Residents of 70-Amherst, Ashdown House, Sidney-Pacific, and the Warehouse: The Housing Intent/Move-out Form (link sent to residents via e-mail on Friday, March 13, 2020 at 7:21 pm), as well as the Housing Termination Form, provides a blank address field for residents to identify their preferred mail forwarding address. HRS staff will assist with mail forwarding. Please note that packages received after students depart from campus will be returned to sender.

15. What if I have a service or emotional support animal?

Animals must accompany their owners. Any resident in need of additional assistance with coordinating their move-out with an animal are encouraged to contact their House Operations Manager. If you require assistance with fostering your animal while away from campus, please click here.

16. Am I allowed to have overnight guests?

In an effort to promote the public health and safety of the entire residential community, overnight guests in the residence halls, including family and relatives, will not be permitted until further notice. Failure to comply with this policy may result in a referral to the Committee on Discipline and termination of a resident’s graduate housing license.

17. Will I be required to move to a new room if I choose to remain in my unit/apartment?

Protecting the health and safety of our community is MIT’s top priority. HRS will work with MIT Medical and other campus partners to determine what is in the best interest of community health. The proliferation of COVID-19 remains a fluid situation and, if an increased risk to the residential community occurs, HRS will communicate with residents about housing options and next steps.

18. Is it possible for COVID-19 to spread through the HVAC system in my residence hall?

According to the MIT Environment Health and Safety Office, it is unlikely that a virus contained in respiratory droplets would make its way through the HVAC system, adhere to equipment within the system, then come loose again and survive long enough to get through supply ductwork into another apartment. This assessment is based on the current information provided by the CDC, but there are still many unknowns about this disease and virus.
19. What are some simple steps that I can take to maintain a healthy living environment?

The COVID-19 virus is thought to spread mainly from persons who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. Please follow some key illness prevention recommendations from the CDC which include:

• Cleaning your hands often
• Avoiding close contact with people who are sick
• Covering coughs and sneezes

20. May I still use the laundry services within the residence halls?

Yes. Launder items as appropriate in accordance with the manufacturer’s instructions. To help keep clothes free of germs, launder items using the warmest appropriate water setting and dry your clothes completely. For more information about environmental cleaning and disinfecting recommendations, please visit the CDC’s website by clicking here.

21. Will there be any assistance with traveling to Logan Airport?

The Parking and Transportation Office will provide free shuttle service to Logan Airport on Saturday, March 14 through Tuesday, March 17. Shuttles will be available at scheduled times, and advance reservations are required. Visit the shuttles page to learn more and to reserve a seat.

22. What should I do if I am currently off campus and my belongings are in my apartment?

MIT graduate students who may be traveling or away from campus since Wednesday’s announcement from President Reif are encouraged not to return to their residence hall. Students in this situation should contact their House Operations Manager, or e-mail gradcovidmoveout@mit.edu, to discuss available options.