**MIT Individual Continuity Worksheet**

Please use this worksheet to outline your essential functions and establish preparedness measures to continue your work if you fall ill during the COVID-19 crises. Thinking through continuity steps and assigning back-up personnel for your work will enable you to have time to recover from illness while enabling continuity of your important work. Planning should revolve around the essential functions that you perform for your unit (e.g. any duties that cannot be paused for more than two weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Department/Office:** |  |
| **Supervisor Name:** |  | **Date:** |  |

**What is an essential function? It is an activity that *must* be continued in order for MIT to operate.**

To determine if something is an essential function, ask:

1. If this function is not continued, will it negatively impact life, health, and/or safety?
* Examples: law enforcement; medical care; mental health; hazardous waste collection; repair & maintenance of critical equipment; monitoring/responding to alarms; maintain lab equipment
1. Is this function required by law/regulation or bound by grant/contract compliance?
* Examples: research grant project; animal care; DoE accreditation compliance; service contracts
1. If this function is not continued, will it negatively impact the operation, administration, reputation, or financial viability of the Institute?
* Examples: academic instruction; animal care; maintenance IS&T infrastructure; maintenance of endowment, grant proposal submissions
1. Does another department or office rely on this function to support its own functions?
* Examples: network infrastructure; EHS services; research material distribution, time reporting/payroll

If the answer is “yes” to one or more of these questions, then the function is most likely essential.

1. **In priority order, list all the essential functions that you perform that would need to continue during your absence (as if you were going to be away on a multi-week vacation).**

|  |  |
| --- | --- |
| **Example Essential Functions** | **Your Essential Functions** |
| * Provide academic instruction or support. (teaching, mentoring, administration)
* Maintain basic campus services and infrastructure. (utilities, IS&T, R&M, custodial, mail services)
* Support basic student services. (housing, dining, medical, mental health
* Monitor, repair, and respond to alarms. (police, Facilities Ops/Trades, IS&T)
* Perform or support critical research. (researchers, EHS Coordinators)
 |  |
|  |
|  |
|  |
|  |

1. **For each essential function that you listed, is there someone else who is designated as your back-up? If yes, list name and contact info. If not, work with your supervisor to designate someone.**

*A back-up doesn’t mean they know every element of how you do your job. They should simply have knowledge of what it takes to complete that essential function. If you don’t have written documentation and/or training, write out some detailed instructions and review with them.*

|  |  |  |
| --- | --- | --- |
| **Essential Function** | **Back-up Name** | **Back-up Email** |
| 1. |  |  |
| 2.  |  |  |
| 3. |  |  |
| 4.  |  |  |
| 5. |  |  |

1. **For each essential function, specify:**
* Any electronic or hard copy documents, references, and records needed to perform and support the essential function.
* Specialized equipment or supplies necessary to complete your essential functions.
* Systems or online services (including roles authorizations) necessary to complete your essential functions. (Make to provide them access to these essential systems.)

|  |  |
| --- | --- |
| **Essential Function** | **Resources/Requirements/Location** |
| 1. |  |
| 2. |  |
| 3.  |  |
| 4. |  |
| 5. |  |

1. **Share this worksheet and/or information with your supervisor and other relevant colleagues.**

If you would like some assistance with completing this form, or you have any questions, please send an email to em-staff@mit.edu and someone will respond in a timely manner.