BACK TO ON-CAMPUS WORK

PHASE 1 RE-ENTRY
SUMMER 2020
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Thank you for your individual and collective efforts in support of the mission of Boston University in these challenging circumstances. We are proud of the tremendous resilience you have demonstrated as the University rapidly and very successfully transitioned to a dramatically different way of teaching and operating.

Our top priority, at all times, is to provide a safe and healthy work environment for faculty, staff, and students. These guidelines are intended to inform your actions as we begin, over the summer, the slow and deliberate process of returning to campus.

We are planning a gradual, phased return to on-campus work, informed by public health requirements and guidance. We are working closely with local and state authorities to ensure alignment with their requirements.

After the Massachusetts stay-at-home order is lifted, we will not immediately return to standard operations; rather, we will initially return to the conditions that were in place across campus when on-campus buildings were closed and employees who could work remotely were instructed to do so.

We intend to initially have as small a faculty and staff presence on campus as is feasible. During the summer, all academic and administrative departments will need to remain fully functional to support remote education, research that has received approval to reopen, and student services including admissions, academic advising, and housing and dining for students who cannot return home.

As you know, this is a rapidly changing situation; the guidance provided here is based on current conditions. Our directives will likely change considerably during the coming months as we move into the fall semester with the anticipated return of students to campus—as we learn more about the virus and as we deploy our capacity in diagnostic testing and contact tracing. Guidance is evolving and we will provide frequent updates as the situation warrants.

Each of us has an important role to play in keeping the BU community safe and healthy. Adherence to these guidelines is vitally important. Please check the University’s COVID-19 Information website regularly for updates.

We appreciate your understanding and cooperation as we begin the gradual transition back to campus. Thank you again for your unceasing dedication to Boston University. Our continued best wishes to you and your loved ones during this unprecedented time.
A Phased Return

The way ahead leads back to our campus home. With health and safety foremost in mind, we will undertake a phased return to on-campus work in the coming months. The planning process has been sensitive to the different needs and concerns of our community, and we will be flexible in adapting to changing public health concerns and requirements. The current environment has caused many of us to feel overwhelmed or anxious. If you are expected to return to campus but feel unsafe doing so, please discuss this with your supervisor. We will monitor implementation along the way, taking note of anything that helps us meet immediate needs in the next phase, anticipating and addressing challenges, and modifying any scenarios as necessary.

The University’s COVID-19 response and recovery leadership team, chaired by President Robert A. Brown, is overseeing development of plans for the restoration of research, teaching, and student life. Schools, colleges, and departments will develop plans specific to their functions, aligned with those of the leadership team. This is a community effort and our success depends on everyone; your continued cooperation with managers and supervisors will be crucial in executing these plans.

Especially in the early days, we will limit the number of individuals on campus. The beginning of our phased approach will be as follows:

- Personnel who have been working on campus since March 23, 2020, should continue to do so, based on their work assignment.
- Research and clinical activities will resume incrementally in the coming months, consistent with public health and safety guidelines.
- Remote teaching and working will continue into the summer. Staff who can effectively work remotely, with their manager’s concurrence, are encouraged to continue to do so.

A fall 2020 return to a residential campus operation is our goal; all efforts to that end are being made deliberately and in consultation with the Medical Advisory Group established by the University. We will provide further details as this phased transition progresses.

A Safe Workplace

GETTING TO CAMPUS

Faculty and staff rely on a variety of modes of transportation to commute to our urban campuses. Remember to follow City of Boston and Commonwealth of Massachusetts recommendations, including wearing face coverings and maintaining physical distancing, when traveling through public spaces. If you use public transit, review changes to service and passenger protocols on the
A Safe Workplace

Reduced public transit schedules and changes to service may require flexibility in work schedules and staggered arrival and departure times. If your commute will be affected, speak with your supervisor. Visit our MBTA website, Charles River Campus Parking & Transportation Services website or Medical Campus Parking & Transportation website for detailed, up-to-date information regarding the BU Shuttle, parking rates, and subsidized transit passes. You can also find personalized commuter assistance there, to help you devise the safest and best way to get to work.

ACCESS TO WORK AREAS

Limiting the density of our on-campus population reduces the chances of incidental contact that spreads illness. To further reduce the chances of exposure, we are developing protocols to limit public access to campus buildings. We strongly encourage departments to continue to engage with visitors remotely whenever possible. Please ensure you have your Boston University identification card with you at all times to help us prevent unauthorized access to the spaces we all are working so hard to keep healthy and safe. The University will determine the best way to monitor access to buildings, considering the volume and frequency of occupants and hours of operation. Until these protocols are finalized, questions regarding building access should be directed to the Facilities Control Desk on a 24/7 basis at 617-353-2105.

AVOIDING CONGESTION: STAFFING OPTIONS

Supervisors should continue to encourage their staff to work remotely if that has proven productive and effective. Flexible individual and team schedules, such as staggered work arrival and departure times, should be implemented as we return to campus. If you require some flexibility, speak with your supervisor to develop a plan that achieves work goals and meets your needs.

PHYSICAL DISTANCING IN SHARED SPACES

Campus Planning & Operations, in conjunction with Environmental Health & Safety, will provide guidance to schools, colleges, and departments regarding changes to workspaces and shared facilities, such as restrooms and elevators, to comply with physical distancing protocols. We are in the process of identifying building coordinators for all academic and administrative buildings, who will partner with Campus Planning & Operations to identify spaces in need of partitioning, interior building signage, and visual cues.
so that proper physical distancing can be observed. This will require a coordinated approach across the University and will involve adjustments not just to our physical plant but also to staffing levels, individual behavior, etc. Major space changes should continue to be processed through existing space renovation processes. With the group effort and good sense that characterizes our campus community, we can accomplish anything.

**CONDUCTING MEETINGS**

As we resume our on-campus work, please continue to use remote-meeting technology tools whenever possible. If it is necessary to conduct a meeting in person, the number of attendees should be limited so that those present can sit a minimum of six feet apart with all participants wearing facial coverings. Others can join the meeting remotely, if necessary.

**MEALS IN THE WORKSPACE**

For your own protection and to limit occasions of incidental contact, we suggest you bring meals from home during this uncertain time. Remember that communal food sharing has the potential to spread illness. And, as you do at home, practice good hygiene by washing your hands before eating, as well as cleaning and sanitizing your food preparation surfaces and high-touch areas. Face coverings are required when entering dining areas and shared kitchens on campus. We recommend using the hand-sanitizer stations provided throughout campus buildings or carrying a small bottle of hand-sanitizer with you, if you have access to one. Strict sanitary standards have long been a way of life at BU Dining Services, and they will offer thoughtful options, including boxed meals and contactless delivery. Visit the [Dining Services website](#) for more information.

**RESEARCH RECOVERY TOOLKIT**

Research and clinical activities will resume incrementally in the coming months—consistent with public health and safety guidelines—recognizing the urgency of continuity to any ongoing studies. The health and safety of those who work in a clinical setting is of paramount importance to us. The Office of Research has created a [Research Recovery Toolkit](#) that all research and clinical personnel should familiarize themselves with before returning to the workplace.
Health Practices for Individuals

MONITORING YOURSELF FOR SYMPTOMS

It’s crucial that we work together to ensure each other’s safety. Every day before coming to work, you are required to screen yourself for symptoms and check your temperature. If you have any of the symptoms listed below, do not report to work. Instead, contact your primary care provider, notify your supervisor, and call the BU COVID-19 hotline at 617-358-4990.

The information in the following sections on COVID-19 symptoms, risks, and precautions is based upon guidance provided on the Centers for Disease Control & Prevention website. We recommend that you seek further guidance from the resources posted on the BU COVID-19 Information website. Additionally, you should observe the specific workplace safety measures set out in other relevant BU departmental advisories.

SYMPTOMS TO CHECK FOR

A variety of symptoms have been associated with COVID-19, and their impact has ranged from mild to severe. Some of these symptoms may appear 2–14 days after exposure to the virus:

- Fever above 100°F, or feeling unusually hot (if no thermometer is available), accompanied by shivering/chills
- Sore throat
- Cough
- Runny nose or new nasal congestion
- Difficulty breathing/shortness of breath
- Diarrhea, with or without respiratory symptoms
- Nausea and/or vomiting
- Headache
- Generally feeling unwell, fatigue, and/or muscle aches
- New loss of taste or smell
- New foot sores

This list is not comprehensive. As with any illness, please consult your medical provider if you are experiencing other symptoms that are severe or concerning to you. Do not report to work if you are not feeling well. Human Resources offers guidance for employees and supervisors related to COVID-19 and absences from work, to help you manage your obligations.

If you have been in close contact with someone who has tested positive for COVID-19, who is being tested for COVID-19, or who has concerning symptoms, you should stay home. If you feel symptoms arise yourself while on campus, leave and call your primary care provider, notify your supervisor, then call the BU COVID-19 hotline at 617-358-4990, Monday through Friday, 9 am to 5 pm. Staff who may have been exposed to the virus at work will be contacted by the Occupational Health Center if they are identified as a close contact. Facilities has a specific protocol to properly clean areas suspected of infection with COVID-19 and will enact this as needed.
Health Practices for Individuals

HIGHER-RISK GROUPS

According to the CDC, some groups are at higher risk for severe illness from COVID-19:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well-controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, autoimmune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications.)
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease
  - People whose medical provider deems them at higher risk

If you have disabilities or an underlying health condition, or live with someone with an underlying health condition, and you believe you are at risk coming to campus, you may reach out to the University’s COVID-19 Employee Support at covidhelp@bu.edu or call 617-358-4990.

LIMITING THE SPREAD OF GERMS

Help our community stay safe and decrease the spread of COVID-19. Make these behaviors part of your routine:

- Stay home if you are sick or experiencing any COVID-19 symptoms.
- Wear a cloth face covering or mask in shared spaces at all times while on campus.
- Keep six feet away from others when you must go into a shared space (physical distancing).
- Wash hands frequently, or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces including your keyboard, phone, and other items.
- Cover your coughs and sneezes with a tissue or your inner elbow.
- Throw out used tissues immediately and wash your hands.
Health Practices for Individuals

**PROPER HAND WASHING:**
Wash your hands with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom. Use an alcohol-based hand sanitizer with greater than 60% ethanol, or 70% isopropanol in healthcare settings, or when soap and water are not available.

**USE OF PERSONAL PROTECTIVE GEAR**

**Masks**
We have all learned that those who do not feel sick can still spread the virus. That is why, as we return to on-campus work, all employees will be required to wear facial coverings or masks, depending on the type of work they perform. We expect everyone to provide their own mask or face covering for normal, day-to-day activity. The University will provide masks in specified settings, when required by health and safety officials or regulatory agencies. When you are sitting in your office or an enclosed private workspace alone, you do not need to wear a mask or face covering. Avoid touching your eyes, nose, or mouth when removing your mask, and wash your hands immediately before and after removal.

**CLOTH FACE COVERING:**
Worn by the campus community, including faculty and staff, in shared, non-healthcare settings to reduce the wearer’s ability to spread infection via respiratory droplets. These inexpensive face coverings can be made at home or purchased. Change and launder your face coverings daily. Store them in a clean paper bag when not in use.

**DISPOSABLE MASK:**
Also worn by the campus community, including faculty and staff, in shared, non-healthcare settings to contain the wearer’s respiratory droplets. These masks should be discarded daily.

**SURGICAL MASK:**
Reserved for healthcare workers providing patient care. These masks reduce the wearer’s spread of respiratory droplets and shield the wearer from large droplets emitted by others.

**N-95 RESPIRATOR:**
Reserved for persons at high risk of COVID-19 exposure, including healthcare workers, first responders, and clinical staff performing aerosolizing or procedures with high potential for viral transmission, or staff cleaning known COVID-19 contaminated spaces. These contain the wearer’s respiratory droplets and protect the wearer from the finer respiratory droplet emissions of others.
Health Practices for Individuals

HOW TO WEAR A CLOTH FACE COVERING

Cloth face coverings should meet the following criteria:

• Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin
• Fasten securely with ties or ear loops
• Include multiple layers of fabric
• Allow for breathing without restriction
• Be able to be laundered without damage or change to shape

GLOVES, GOGGLES, AND FACE SHIELDS

Most employees will not need to wear gloves in the course of their everyday duties. They do not replace the need to wash your hands often and avoid touching your face. If you are required to wear protective goggles or face shields in the workplace, you will be notified by your supervisor and your department will provide you with this equipment. Gloves and other protection may be necessary for healthcare workers and other individuals working in high-risk situations.

DISINFECTING YOUR WORKSPACE

Our Facilities team works hard to routinely clean and disinfect all BU campuses in accordance with CDC guidelines. But we all need to do our part and wipe down personal work surfaces and commonly touched areas to stop the spread of illness and protect ourselves and others. Regular cleaning with soap and water decreases the amount of the virus that causes COVID-19 on surfaces and objects, which reduces the risk of exposure. You are encouraged to wipe down your workspace at the start and end of every work shift. Frequent cleaning of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/copiers, and coffee makers) is important. Risk of virus exposure occurs outside of the workspace as well. When at home or away from campus, we encourage you to continue practices such as thorough cleaning, hand washing, and physical distancing that will limit the chance of exposure.
Well-Being as We Transition

Boston University has an ongoing commitment to your well-being and health. Remember there are resources available to support you during this time.

EMPLOYEE WELLNESS:
Employee Wellness has created a COVID-19 page, which continues to evolve with new resources, information, and virtual programming to help you navigate this unprecedented time. Now more than ever, it’s important to prioritize your well-being as part of your overall health. Doing so will support you, your family and friends, and all the important work being done at Boston University every day.

FACULTY & STAFF ASSISTANCE OFFICE
The Faculty & Staff Assistance Office (FSAO) provides free and confidential counseling to Boston University faculty, staff, and your immediate family members. Virtual appointments are available through a HIPAA-compliant Zoom platform. Schedule an appointment online or by phone at 617-353-5381.
BU COVID-19 INFORMATION WEBSITE
bu.edu/covid-19-information
COVID-19 hotline 617-358-4990
(Monday through Friday, 9 am to 5 pm)

CAMPUS PLANNING & OPERATIONS
bu.edu/cpo
  • FACILITIES MANAGEMENT & OPERATIONS
    bu.edu/cpo/who-we-are/operations-services
  • CUSTODIAL SERVICES
    bu.edu/cpo/who-we-are/operations-services/custodial-operations

OPERATIONS SERVICE CENTERS
  • CHARLES RIVER CAMPUS & FENWAY CAMPUS • 617-353-2105
  • MEDICAL CAMPUS • 617-358-4144

DINING SERVICES
bu.edu/dining • 617-353-2990

EMPLOYEE WELLNESS
bu.edu/wellness

ENVIRONMENTAL HEALTH & SAFETY
COVID-19 Resources website
bu.edu/ehs/ehs-topics/ehs-covid-19-resources

EQUAL OPPORTUNITY OFFICE
bu.edu/eoo/reasonable-accommodations
email: eoo@bu.edu • 617-358-1796

FACULTY & STAFF ASSISTANCE OFFICE (FSAO)
bu.edu/fsao
Schedule an appointment at bu.edu/fsao/contact or call 617-353-5381

HUMAN RESOURCES
http://www.bu.edu/hr/lifebu/time-off/leave-of-absence/covid-19-related-absences

OFFICE OF THE OMBUDS
bu.edu/ombuds
email: ombuds@bu.edu • 617-358-5960

PARKING & TRANSPORTATION SERVICES
  • CHARLES RIVER CAMPUS & FENWAY CAMPUS
    bu.edu/parking • 617-353-2160
  • MEDICAL CAMPUS
    bumc.bu.edu/parking • 617-358-3506

RESEARCH RECOVERY TOOLKIT
bu.edu/researchsupport/tools-services/research-recovery-toolkit/recovery-guidance
Websites & Contact Information

CITY, STATE, AND GOVERNMENT INFORMATION ON COVID-19

CENTERS FOR DISEASE CONTROL & PREVENTION COVID-19
cdc.gov/coronavirus/2019-ncov

CITY OF BOSTON

COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
Mass.gov/2019coronavirus

MBTA – MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
mbta.com