• BU Religion Reactivation Overview FAQ’s
145 Bay State Road

How will I be safe in the building?

• **Masks are ALWAYS required** when on campus, common spaces, and while teaching - this is non-negotiable.
• 6-ft minimum social distancing is expected - this too is non-negotiable.
• Spaces will be de-densified, you must follow the maximum occupancy signs.
  o Kitchen/mailroom = 1
  o 2nd floor lounge = 3
  o 404 seminar room = 6
  o 5th floor copy room = 1
  o Grad lounge
    ▪ B01 = 3
    ▪ B04 = 4
• **No unmasking for food in communal spaces, classes.** Basically, you must be alone to eat.
• Grad students may use TF offices on 5th floor eating.
• No shared coffee makers.
• Water cooler is available.
• Do not leave dirty dishes in the kitchen sink.
• No shared food.

What are the guidelines for my office?

• Masks may be removed when alone and with the door shut.
• In general, keep office doors closed.
• Schedule appointments to be remote and avoid impromptu meetings.
• You **must** wear a mask at all times when more than one person is in an office space and keep a distance of 6ft.
• Air circulation is encouraged so if multiple people are in a room doors and windows can remain open.
• **Remember to close windows**

Will my office be cleaned?

• **You are responsible for cleaning your own office and desk** - custodial staff will not be cleaning individual offices or surfaces in offices. Sanitizing supplies will be available in the basement, 2nd floor lounge, 4th floor, and 5th floor.
  o **IMPORTANT** – You must put your trash / recycling bins out in the hallway each afternoon for collection.
  o If your office **needs** to be vacuumed email Ken Parlee kparlee@bu.edu.

How often will the common spaces be cleaned?
• Bathrooms, door knobs, and stair rails will be cleaned throughout the day by facilities.
• Regular cleaning at night

Who do I call if there is no heat/AC or other building emergencies?

• No heat/AC, leaks, clogged toilets - Call Facilities emergency 617-353-2105
• For other non-emergencies email Ken Parlee Kenneth kparlee@bu.edu

How will my mail and packages be delivered?

• All mail and packages will be delivered to the 1st floor lobby to avoid extra traffic in the building.
• Wendy will be working remotely, you will need to pick up your packages and mail in the lobby.

Who will take care of the copiers, add paper, toner, jams, etc?

• Wendy will leave extra toner by all the machines, with directions.
• You may load paper as needed and clear jams. Jams are displayed on the machines screen with directions.
• Please be careful and do not slam or force any doors/parts of the machines.
• Contact Wendy if there a repair person is needed.

Will there be a work-study available to copy/scan for me?

• There will be no work-study students available for the fall semester.
• There are apps (Adobe Scan) available for mobile phones that will turn images to pdf's.
• Mugar Library offers Scanning & Digital Delivery
  • http://www.bu.edu/library/services/scanning-delivery-services/
  • Scanning request form: https://www.bu.edu/library/services/reserves/faculty-scanning-requests/

8/14/2020 WLC