

- **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.
 - Kitchen/mailroom = 1
 - 2nd floor lounge = 3
 - 404 seminar room = 6
 - 5th floor copy room = 1
 - 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.
- **IMPORTANT** – You must put your trash / recycling bins out in the hallway each afternoon for collection.
- 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/>