

## BU Religion Reactivation Overview

- **What to expect**

Dear Faculty, Staff, and PhD students,

Welcome back! Below you will find an evolving “Departmental Reactivation Handbook” for reactivation of the Department of Religion for Fall 2020. This includes spaces, operational procedures, and resources to other areas involved with our return to campus. The goal of departmental reactivation is NOT to return to “normal” in-person operations pre-COVID. The goal of our reactivation plan, and everything we have done since March to get to this point, is and will be **safety** - your safety and the safety of others. To that end, we expect there to be only as much in-person interaction as is *minimally necessary* to satisfy a residential educational experience. We are setting a NEW NORMAL.

Across the University, the main in-person contact will be through classes via LfA. Other office work or in-person interactions, such as meetings, seminars, etc, should all be done remote by *default* and only in person if absolutely necessary. After accounting for responsibilities associated with in-person teaching, everyone is strongly encouraged to work from home as much as possible.

This is version 3 of the Handbook. It can and will likely change. This Handbook is part guide, part policy dissemination, part sharing of best practices. Ultimately, we are responsible as a community for each other’s safety and well-being. Please use common sense, be respectful and supportive of one another, and remember we are all in this together.

Finally, EVERYTHING IS SUBJECT TO CHANGE, as we have found out these past several months.

We adapted this Handbook from Computer Science Department and expect to revise regularly. The Handbook will be posted on the Faculty Intranet.

- **Safety Summary**

- The goal of everything this semester is **SAFETY**.
- Only come to campus when there is something that can absolutely only be done on campus. Otherwise, you are strongly encouraged to stay away and stay remote.
- **Masks are ALWAYS required** when on campus, including while teaching - this is non-negotiable.
- 6-ft minimum social distancing is expected - this too is non-negotiable.
- The community is responsible for self-enforcement and meeting expectations.
  - If at any time you feel uncomfortable or unsafe because of the actions or inaction of others - (1) remove yourself from the situation, and (2) please tell someone. Do not confront people if you are uncomfortable doing so. More details later on how to handle [non-compliance](#).
- Be aware of and follow all building signage. It’s there for your safety, not to inconvenience you. There is a specific traffic flow everywhere.

- Try to minimize your movement within the building and on campus. Move purposefully and plan ahead. Avoid wandering around to be sociable.
- De-densifying space is critical to safety - you must follow all maximum occupancy signs.
- Remember to complete your daily reporting of symptoms + regular COVID testing as assigned.
- You are responsible for cleaning your desk and office. Cleaning supplies are provided throughout the building - use them liberally but do not take them home.
- Reactivation **tentatively** begins August 17 for faculty and staff, and August 24 for PhDs and postdoc researchers. This is very subject to change, and dependent on confirmation of a lot of things still to be done. We will be in touch to confirm dates.
- Avoid unnecessary travel outside the state of Massachusetts - we all must adhere to the [Massachusetts COVID-19 Travel Order](#)
- Contact the following people with questions, concerns, issues, problems
  - Wendy Czik, Department Manager ([wlczik@bu.edu](mailto:wlczik@bu.edu))
  - Administrative Coordinator ( )
  - Kecia Ali, Chair ([ka@bu.edu](mailto:ka@bu.edu))
  - Department webpage - [www.bu.edu/religion](http://www.bu.edu/religion)
- Let's be safe and have masked, socially distanced fun this semester!

## Departmental Operations

### • Entering Buildings

- You must have a mask on to enter buildings, and at all times while moving throughout campus. Please look at this [info from BU EH&S about proper mask usage](#), and what the expectations are.
- Always look for and follow building signage.
- 145 Bay State Road (Religion Department)
  - The front door will be unlocked at 8am while classes are in session

### • Supplies - PPE and cleaning

- You are responsible for your own mask, and we highly recommend bringing a back-up mask with you. We will have limited stock of disposable masks just in case of emergency.
- Other PPE supplies - hand sanitizer stations will be set up throughout the building. Kiosks with wipes, spray bottles, and gloves will be distributed for cleaning of private office spaces and high-touch surfaces like keyboards and mice.
- Custodial services will not be cleaning private offices or surfaces in private offices. They will be cleaning common areas and high-touch surfaces within those areas (light switches, door knobs, etc) at an increased rate. If you see something that needs Custodial Service's immediate attention, please contact the Main Office at (617) 353-8919 during business hours, or call Facilities Emergency line at (617) 353-2105 off-hours.

### • Printing, Copying, & Scanning

- Printing and copying are discouraged in general
- 2<sup>nd</sup> floor lounge/copy/printer room capacity = 3. Please respect this.
- 5<sup>th</sup> floor copy room capacity = 1. Please respect this.
- **Mail & Deliveries**
  - Mail will be delivered regularly, including packages to the first-floor lobby.
  - Reimbursement checks will continue to be mailed to home addresses for students. Faculty, staff, and academic researchers should have direct deposit set up for out-of-pocket reimbursements.
  - Outgoing mail and packages should be left on the 1<sup>st</sup> floor lobby desk.
- **Room Reservations**
  - Room 404 reservations should be rare.
  - Office hours - to be done remotely as much as possible
  - Tutoring - to be done remotely as much as possible
  - Seminars and meetings - to be done remotely as much as possible
  - If an event must be done in person, and if you must reserve a space on campus, please contact [wlczik@bu.edu](mailto:wlczik@bu.edu) for an ad hoc space request. We expect rooms to be available to be booked beginning mid-August.
  - Note capacities are severely revised down for many spaces to allow for social distancing, including our conference spaces and OUR classrooms.
    - 202 Lounge = 3 people max
    - 404 seminar room = 6 people max
    - Main grad lounge room = 3 people max
    - Computer grad lounge room = 4 people max

## Office Space Guidelines

- We must follow [MA State Safety Standards and Checklist for Office spaces](#)
  - This means operating at no more than 50% capacity of the building
  - We don't expect the building capacity restrictions to be much of an issue, but you should read and be aware of the state standards.
- Windows - can be opened if able for fresh air circulation. If you open a window **REMEMBER TO CLOSE WINDOWS.**
- You are responsible for cleaning your own office and desk - custodial staff will not be cleaning individual offices or surfaces in offices.
- IMPORTANT - You must put your trash / recycling bins out in the hallway each afternoon for collection.
- Do not prop doors open, leave offices unlocked, or otherwise compromise the security of a space.
- **Single occupancy offices [faculty & staff offices]**
  - Keep doors closed in general. If open, please have a mask on.
  - Schedule appointments to be remote and avoid impromptu meetings.
  - Masks can be removed if in your room alone and with the door shut.
  - Always try avoiding being closer than 6ft to someone else.
  - You **must** wear a mask at all times when more than one person is in an office space.

- Air circulation is encouraged so if multiple people are in a room doors and windows can remain open.
- **Communal space [Lounges, conference rooms, kitchen]**
  - Congregating in lounges is discouraged. Research collaboration can be done so long as it is socially distant (>6ft) and everyone is masked.
  - Furniture will be marked for social distancing - please follow signs and do not move furniture or the signs.
  - No unmasking for food in communal spaces, classes. Basically, you must be alone to eat. Grad students may use TF offices on 5<sup>th</sup> floor eating.
  - No shared coffee makers.
  - Max occupancy of 2nd floor lounge = 3
- **Shared building services [HVAC, bathrooms, etc]**
  - HVAC - BU has upgraded all filters to MERV 13 and HVAC.
    - If there is an issue with the HVAC please call Facilities Emergency at (617) 353-2105.
  - All bathrooms across campus are currently max occupancy of 1.
  - Stairwells have specific directions to them - please follow the signage. Again, it's not there to inconvenience you, it's there for everyone's safety.
  - Kitchen/Mailroom on 2nd floor - max occupancy is 1.
  - Water cooler in the kitchen is still available.
  - Coffee maker in kitchen and grad lounge are not available.
- **Visitors and Guests**
  - We strongly discourage hosting non-BU guests in our spaces or bringing non-BU guests to campus. We can't prohibit it, but we really discourage it.
  - We ask you to be very judicious in inviting non-Religion BU community members (those with Terrier ID cards) into our spaces.
  - BU's Visitor Policy is available [here](#). Read it before inviting anyone to campus.
  - If you must invite a guest to campus and into departmental space please let us know at [wlczik@bu.edu](mailto:wlczik@bu.edu) so we can record it for potential tracing.

## Staffing Plan

- **Office & Administrative Staffing**
  - Minimum on-campus staffing provided.
  - No work-study students for the fall semester.
- **CAS IT Support Staffing Plan**
  - All services continued to be provided remotely. Contact [CASIT](#) for assistance.

## Teaching and Research

- **Handling non-compliance**

- In the classroom - treat safety procedure non-compliance as you would a disruptive student.
  - If a student is without a mask, kindly ask them to put their mask on. If they don't have a mask and you have extras on hand, you can offer one. If they don't, ask them to leave the classroom and come back with a mask.
  - If they refuse to leave or refuse to put on a mask, cancel the in-person section for that day. Depending on timing you may be able to move to all-remote. If this is a discussion led by a TF, notify the course instructor of the incident and include the student's name. In all cases please also notify Wendy at [wlczik@bu.edu](mailto:wlczik@bu.edu).
  - No one in a classroom should take their masks off at any time. There is no eating in classrooms.

- **Research Activity**

- Travel - University sponsored travel for students is prohibited. Faculty and staff travel require an exemption from the Dean. More details are available in [BU's Fall 2020 Travel Policy](#).