BACK TO ON-CAMPUS WORK

PHASE 2 RE-ENTRY

SUMMER 2020
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**PUBLISHED JULY 2020**
As Boston University moves forward with Phase 2 of a four-phase reopening of our campus, the health and safety of the entire BU community remains our priority. The administration has been working to prepare for a range of contingencies. Because the challenge we face is the prevention of COVID-19, our carefully laid plans must also be fluid, capable of responding to the shifting pressures of the pandemic. To do that, University leadership maintains constant communication with public health experts, epidemiologists, and other scientists in the BU community and elsewhere.

If, despite our efforts, any faculty or staff member feels unsafe returning to work on the BU campuses, please complete and submit a Workplace Adjustment Request Form. You can be certain that the University will listen, and will carefully monitor every step of our planned reopening of the campus, and adjust plans as needed. We ask that you help us by observing the practices and protocols that protect the safety of everyone. The success of this effort depends on all of us.

This guide is intended to answer some of your pressing questions and concerns, and provide some details about how our return to campus will be accomplished. The Back2BU website will provide further information as it unfolds.

**BU’s Four-Phase Recovery Plan**

**Phase 1** (which began on May 25): Gradually resume research and clinical services in strict accordance with public health guidelines. Most faculty and staff will continue to work remotely, and the only residential students on campus will be those who could not go home.

**Phase 2** (which begins in July): We will see the return of medical and dental students, some in-person healthcare services, and the continued ramp-up of research. Additional staff and faculty who are actively involved in these programs will begin to come back to campus, also under strict public health guidelines.

**Phase 3** (planned for all of August): Repopulating our residential campus and preparing for classes in the fall.

**Phase 4** (in the fall): Begin classroom teaching, research, and other residential community activities, all substantially reshaped by COVID-19 public health and safety protocols.
RETURNING TO ON-CAMPUS WORK

As set out in the memorandum from the Office of the Provost on July 9, 2020, we can expect employees who have been reporting to work on campus since Phase 1 will continue to do so. The ongoing resumption of research, the return of medical and dental students, and clinical activity (Phases 1 and 2) require a limited number of faculty and staff to return to campus to support those activities. We must now begin to prepare for the next phases of reopening. The process starts by determining which of the remaining staff must work on campus. The guiding principles for making this determination for the fall semester are:

- Staff who regularly interact in person with students and faculty while on campus (student or faculty facing jobs) or whose jobs require the use of space, equipment, or material on campus are expected to return to campus when requested by their immediate supervisor during Phase 3.

- Staff who can effectively work remotely, as determined by their supervisor, should, with their supervisor’s approval, continue to work remotely for the fall 2020 semester.

The following diagram is a high-level overview of how to decide if a staff member should be asked to work on campus or if they should continue to work remotely.

**BU’s Four-Phase Recovery Plan**

**STAFF ON-CAMPUS OR REMOTE DECISION TREE**

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**Does your work require use of buildings, equipment, or supplies that are only available on campus?**

- **NO**
  - Do you provide services or advice to faculty or students that cannot be done efficiently or effectively remotely by phone or video call?
    - **NO**
      - WORK REMOTELY For Fall 2020 Semester
    - **YES**
      - Are you or someone you live with in a COVID-19 high-risk category as defined by the Centers for Disease Control (CDC)?
        - **NO**
          - Did you apply for and receive a Workplace Adjustment to work remotely?
            - **NO**
              - WORK REMOTELY For Fall 2020 Semester
            - **YES**
              - WORK ON-CAMPUS For Fall 2020 Semester
        - **YES**
          - WORK ON-CAMPUS For Fall 2020 Semester
The gradual reintroduction of on-campus research that began in Phase 1 will continue in Phase 2, with many projects approved to restart and more applications in process. Faculty principal investigators (PIs) should refer to guidance from the Office of Research for activating research labs and centers, if they haven’t done so already. As part of Phase 2, research involving human subjects will gradually resume. PIs involved in such work should consult the special Guidelines for Resuming Human Subjects Research. The University will focus first on essential research with human subjects that can be done under physical distancing guidelines. PIs will be asked to explain how they plan to conduct their research. In cases where physical distancing is impossible, they should describe how PPE will be used to mitigate risk of viral transmission. Guidelines for field research and external placements have been developed.

Access to campus remains limited and coordinated, with research groups working in shifts at reduced density as outlined in approved recovery plans, and all meetings and as much work as possible conducted virtually. Returning researchers are taking proactive steps to minimize infection risk through required daily health screenings, physical distancing, use of face coverings, routine disinfection of research and lab spaces, and working with building coordinators to manage shared spaces.

In consultation with the directors of healthcare clinics and clinical training centers, the University is planning the resumption of some in-person healthcare services. BU Dental’s Patient Treatment Centers and Dental Health Centers (both at Albany Street and at Comm Ave), BU Physical Therapy at the Ryan Center, the Center for Neurorehabilitation, and the Danielsen Institute will reopen for limited in-person services that cannot be provided satisfactorily through telehealth. Student Health Services and the Occupational Health Center have been open for full services during the pandemic. The Research Occupational Health Program and other clinics that have provided services via telehealth will gradually expand their in-person services.

All clinic reopenings must be approved by the Research and Clinical Workgroup before resuming operation, and all worksites must be cleared to reopen by BU Environmental Health & Safety, Facilities, and Campus Planning & Operations. Healthcare providers must comply with the latest University guidance on resuming in-person clinical care. All healthcare providers should know their clinic’s reopening plan and understand their role in it, including any changes to workflow, cleaning and disinfection, building access and use, and required PPE.

Anyone coming to the BU campuses, including healthcare providers and support staff, must screen themselves for symptoms before coming to work. Employees will receive an email from Occupational Health Services with instructions. Patients will be screened for symptoms one day in advance of their appointment, and when they arrive for care.
President Robert A. Brown’s June 17 letter to the community outlined health and safety protocols, including screening, testing, and contact tracing, that will be put in place for everyone in the academic community: “As you know, we have publicly announced our intention to resume in-person teaching and learning and to repopulate our residential campus in the fall. Since mid-April, our recovery teams have been working nonstop toward these goals with the primary objective of providing a safe and healthy environment for our students, staff, and faculty, acknowledging the presence of COVID-19 … . There are many questions that we have not answered and plans that still need to be finalized.”

The University is setting up a screening, testing, and contact tracing program for faculty, staff, and students, including employees of the University’s dining services vendor. While anyone with symptoms of COVID-19 should reach out to Student Health Services or Occupational Health Services to determine if a test is needed, testing protocols generally will vary based on individual circumstances and potential exposure to COVID-19. The testing frequency for each group is under development and will be announced as soon as possible.

**COVID-19 TESTING CATEGORIES**

Based on guidance from public health authorities, the University will recognize four COVID-19 testing categories:

- **Testing Category 1**
  - Residential undergraduate students and RA staff
  - Commuting students, staff, and faculty who interact with residential students for significant periods of time either in classes or other activities or who otherwise spend many hours on campus in close contact activities like athletics, performing arts, or in some research and off-campus educational environments
  - Students who live off campus and employees who, due to age or medical condition, have disclosed (through a confidential process for requesting workplace adjustments) that they fall within a CDC high-risk category (or who have disclosed that they have household members in these categories)
  - Students and employees who use public transportation to go to or from campus
  - Clinical service employees (including, for example, faculty and students providing services to members of the community, but excluding Boston University Medical Group faculty who do not have classroom or laboratory contact with students and other BU faculty and staff members) and first responders like the BUPD who have high contact hours with each other or must interact frequently with individuals outside the University who may not have taken basic CDC protective measures (face covering, distancing, self-diagnosis)

*Examples include: Residential Life staff, including undergraduate and graduate resident assistants, hall directors, area directors, and residential security; a student or faculty member working in a law school clinic; or a graduate student working at the Sargent Choice Nutrition Center.*

- **Testing Category 2**
  - Commuting students residing off-campus attending in-person classes, but with little contact with residential students
• Commuting employees, including certain faculty, who are student-facing, but have little con-
taxt with residential students and have limited contact hours in venues such as classrooms. 
Although at risk for infections from outside the Boston University community, individuals in 
this category will work within protocols established for entry into the BU work environment. 

Examples include: A staff member in Enrollment & Student Administration who lives off campus 
and does not interact in person with students; or a faculty member who teaches only graduate 
students who live off campus and does not interact with undergraduate students in common 
spaces in their school or college.

Testing Category 3
• Commuting employees whose job duties require very limited contact with students and who 
can control their contact with other employees so as to limit interactions to small groups of 
individuals with appropriate work environment protocols in place and minimal contact hours

Examples include: A staff member in financial services such as Accounts Payable, Sourcing and 
Procurement, and Budget Planning whose work requires regular, in-person interaction with other 
staff but does not involve contact with students; or a staff member who works remotely but who 
must take occasional trips to campus to conduct in-person training sessions or to pick up and 
drop off materials.

Testing Category 4
• Students, faculty, and staff who engage only in virtual learning, working, and other 
activities and events and who do not commute to campus

We will test all members of Categories 1 through 3 before the start of classes. Presently, we 
also plan to test all members of Categories 1 and 2 at least weekly. The processes for determin-
ing how individual staff are accommodated within the groups began the week of July 6, with 
supervisors and managers determining which testing category each of their staff members 
should be assigned to. Staff will then be given an opportunity to request a workplace adjust-
ment, which may change their testing category.

ASSIGNING STAFF TO COVID-19 TESTING CATEGORIES

Human Resources and IS&T (BUWorks) released an application within MyBUWorks with 
instructions to managers to assign their direct (and indirect) reports to the above testing catego-
ries by July 10. The assignments are being reviewed by University leadership, and managers will 
communicate the testing categories assigned to each of their team members as soon as possible.

WORKPLACE ADJUSTMENT REQUESTS

Although we are working to promote a campus environment focused on the safety of faculty, 
students, and staff, we recognize that some staff may still be reluctant to return to campus. This 
may include individuals who are or might be considered at increased risk of severe illness from 
COVID-19, as defined by the Centers for Disease Control and Prevention, or who live with some-
one who is or might be considered at increased risk of severe illness from the virus. A process 
has been established for staff in these categories to request a workplace adjustment for the fall 
2020 semester if they are put in a category that requires on-campus work. Further information 
on the workplace adjustment process is available in a memorandum from Provost Morrison. If 
you have any questions, please contact the BU COVID-19 Support Line at covidhelp@bu.edu.
SCREENING

A web-based process is under development for use this fall to guide community members living, learning, or working on campus to a daily survey attesting whether they have COVID-19 symptoms. Students will complete this survey securely via Student Health Services Patient Connect. Faculty and staff will complete the survey via a separate health screening system. Survey results will route to medical professionals in the appropriate BU medical office—Student Health Services for students or the Occupational Health Center for faculty and staff.

Those who report symptoms are advised to stay home and wait for a call from the Occupational Health Center or Student Health Services, as appropriate. A medical professional will call the individual, evaluate their status, recommend a course of action, and provide further instruction regarding testing.

Upon completion of the survey, individuals will receive a COVID-19 pass or status message that they may be required to show to enter BU buildings and events. The pass or status will indicate that individuals are clear to come to campus if they are asymptomatic, in compliance with the testing schedule, and have recently tested negative for COVID-19. Otherwise, it will indicate that they are overdue for testing/survey or advised to stay home until contacted by a medical health professional.

Individuals who do not report symptoms will nonetheless be periodically prompted to schedule a COVID-19 test at regular intervals. Using their health-screening system, individuals can conveniently schedule this test at one of the testing stations that will be deployed on our campuses. At the testing station they will receive a kit with a bar-coded vial for the sample. They will perform the test under observation and leave the vial for transport to the processing facility.

TESTING

The University will implement our own in-house COVID-19 testing program for students, faculty, and staff in the fall. The testing program will focus on identifying both asymptomatic and symptomatic members of our community who are carrying COVID-19 so they can be promptly treated and isolated. While bringing a testing program in-house is an enormous undertaking, we will be able to test and monitor our community faster as a result.

BU will establish test collection sites in August on both the Charles River and Medical Campuses, with different locations to be announced for symptomatic and asymptomatic individuals.

The University will use the RT-PCR, or reverse transcription polymerase chain reaction, testing method which detects both symptomatic and asymptomatic infections. The test is highly specific for COVID-19, with an extremely low false positive rate. Testing will be collected by the AN (anterior nares) self-administered method of acquisition from the nostril, with observation, at one of several testing sites on our campuses. The tests will be run through a laboratory we have established at the Rajen Kilachand Center for Integrated Life Sciences & Engineering, on the Charles River Campus. The new BU Clinical Testing Lab will be run and overseen by certified clinical lab professionals and will work closely with Student Health Services and the Occupational Health Center. The facility has the capacity to process over 5,000 tests per day for the BU community, and results should be delivered confidentially within 24 hours. In all cases, faculty, staff, and students will receive test results and further instructions, as needed.
Like many defenses against COVID-19, our testing plans may change with circumstances. Some details, such as testing frequency, are still being finalized. In the meantime, below is some preliminary information on our protocols for personal and public health.

BU faculty and staff who test positive will be directed to reach out to their primary care physician and to stay at home. In general, we follow Centers for Disease Control & Prevention (CDC) guidelines when it comes to faculty and staff who test positive: currently, “CDC recommends that isolation be maintained for at least 10 days after illness onset and at least 3 days (72 hours) after recovery. Illness onset is defined as the date symptoms begin. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.”

Student Health Services and BU Housing are setting up protocols for quarantine or isolation, as appropriate, for students who have been exposed to the virus, or who have COVID-19 symptoms, or who have tested positive for COVID-19. Details of our plans for undergraduate students’ return to living on campus are outlined in the Same Campus, New Campus Life guide. A guide for graduate students is currently being developed.

**CONTACT TRACING**

*Because rapid identification of infection is crucial to controlling the spread of COVID-19, the University will also implement contact tracing for the BU community,* which involves identifying and reaching out to members of the BU community with whom an infected person has come into contact on campus. Read the full text of President Brown’s letter announcing testing and tracing protocols and find more information on testing on our Back2BU website.
Everyone in the BU community must work together to protect each other. Faculty and staff should contact the Occupational Health Center if one or more of the following concerns apply:

- have symptoms of COVID-19 (see list of symptoms below)
- have been in close contact (within 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19
- have been in close contact with someone who is symptomatic (patient under investigation) who has been tested for COVID-19 and is awaiting test results
- are symptomatic and been tested for COVID-19 and are awaiting results or have been told the test was positive
- have traveled internationally or to a high-risk location domestically

Every day before coming to campus, 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. Contact your primary care provider, notify your supervisor, and call the Occupational Health Center via the BU COVID-19 Support Line at 617-358-4990 or email covidhelp@bu.edu.

**SYMPTOMS TO CHECK FOR**

A variety of symptoms have been associated with COVID-19. Their impact has ranged from mild to severe. According to current guidance from the Centers for Disease Control and Prevention (CDC), 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), and/or chills
- Sore throat
- New cough (not related to chronic condition)
- Runny/stuffy nose/nasal congestion (not related to allergies or relieved by antihistamines)
- Difficulty breathing/shortness of breath
- Diarrhea, with or without respiratory symptoms
- Nausea and/or vomiting
- Headache unrelated to chronic condition
- Generally feeling unwell, fatigue, and/or muscle aches
- Loss of sense of taste or smell
- New foot sores (COVID-19 toes)
- New rash

The list above is not comprehensive and is subject to change. As with any illness, consult your medical provider if you are experiencing other symptoms that are severe or concerning to you.

Human Resources offers guidance for employees and supervisors related to COVID-19 and absences from work. BU Facilities has a specific protocol that they can use as needed to properly clean areas suspected of infection with COVID-19.
HIGHER-RISK GROUPS

The Centers for Disease Control and Prevention (CDC) continues to revise its guidance for groups that are at risk for severe illness, groups that might be at higher risk, and groups that need extra precautions. The University continues to learn more about COVID-19 every day, as more information becomes available. We suggest that faculty and staff visit the CDC website for updates and information about risk for severe illness, and BU Human Resources will provide guidance on how to seek work adjustments as these plans are developed.

If you have disabilities or an underlying health condition, or live with someone with an underlying health condition and believe you are at risk coming to campus, you may go through the Workplace Adjustment process or reach out to the Occupational Health Center via the BU COVID-19 Support Line at covidhelp@bu.edu or call 617-358-4990.

The strategies below have been shown to reduce transmission of COVID-19:

- Stay home if you are sick.
- Wear a cloth face covering 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.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Cover your coughs and sneezes with a tissue or your inner elbow.
- Throw out used tissues immediately and wash your hands.

PROPER HAND-WASHING

Wash your hands frequently with soap and water for at least 20 seconds—after entering a building, before eating, and after using the restroom. Use an alcohol-based hand sanitizer with at least 60% ethanol, or 70% isopropanol in healthcare settings, or when soap and water are not available.
FACE COVERINGS
The University is committed to promoting a safe campus environment for students, faculty, and staff in accordance with current state and local public safety guidelines. Face coverings (see definition below) must be worn at all times: in any shared spaces, in BU student residences, in all University buildings, on the BU Shuttle, and on public transportation, as well as on the street and in public spaces. Wearing a face covering does not replace the need to maintain physical distancing and observing safety protocols in shared spaces.

All employees will be required to wear cloth face coverings or disposable masks in shared areas. Faculty and staff should provide their own cloth face coverings or disposable masks for normal, day-to-day activity. The CDC does not recommend the use of face shields for normal everyday activities or as a substitute for cloth face coverings. The University will provide appropriate face coverings 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 face covering or disposable mask. Avoid touching your eyes, nose, or mouth when removing your face covering or disposable mask, and wash your hands or use hand sanitizer immediately before and after removal when possible. Research and clinical workers will have setting-specific PPE protocols determined by their department or center.

CLOTH FACE COVERING
Cloth face coverings are appropriate for wear by faculty and staff in shared, non-healthcare settings. Your face coverings can be made at home or purchased, and should be changed and laundered daily. Store them in a clean paper bag when not in use.

DISPOSABLE MASK
Disposable masks may be 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 and certain researchers. 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, and laboratory personnel working with certain infectious agents. These contain the wearer’s respiratory droplets and protect the wearer from the finer respiratory droplet emissions of others.
Use of Personal Protective Equipment

**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

![Image of face coverings](image1.png)

*Image courtesy of CDC.*

**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.

Based on currently available data from the CDC, face shields in the absence of facial covering will not provide adequate protection against COVID-19 infection. They may be used in addition to masks but not as a sole intervention.
A SAFE WORKPLACE

Getting to Campus

When commuting to campus, faculty and staff must follow City of Boston and Commonwealth of Massachusetts recommendations, including wearing face coverings and maintaining physical distancing in public spaces. People who rely on public transportation should review changes to service and passenger protocols on the MBTA website. 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 department head or supervisor. Visit our 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.

To minimize the risk of infection, we will control public access to campus buildings, to the best of our ability. Departments should engage with visitors remotely whenever possible. For those conducting in-person care or research, follow your approved plan for screening before and at the time of encounters or appointments. Please ensure you have your Boston University identification card with you, and wear your staff badge, as required. The University will determine the best way to monitor access. Any questions you have should be directed to the Facilities Control Desk, which can be reached on a 24/7 basis at 617-353-2105 on the Charles River and Fenway Campuses and 617-358-4144 on the Medical Campus.

Campus Planning & Operations, with Environmental Health & Safety, is overseeing changes to workspaces and shared facilities in accordance with public health recommendations. Please follow instructions on posted signage regarding physical distancing and capacity limits in shared areas. Building coordinators, chosen for all academic and administrative buildings that are reopening in Phase 2, will help identify capacity and directional signage needed in common areas such as lobbies, elevators, and shared conference rooms. Changes in a department’s assigned space should be processed through the existing space change/renovation request processes.

Classrooms are being outfitted with technology upgrades that enable remote learning. New classroom maximum occupancy is being determined, seating density will be greatly reduced, and furniture placement is being adjusted. HVAC systems are being examined for efficiency. In accordance with the University’s Learn from Anywhere teaching format, many in-person classes may be divided into smaller groups that take turns attending classroom sessions while other students attend class remotely. See the Learn from Anywhere Faculty Resources website for pedagogical guidance, tools to get started, assessment options, FAQs, training schedules and recordings, and more.

Extensive signage will be posted in classroom buildings and throughout our Charles River and Medical Campuses to direct students to observe safety protocols and safe movement patterns for physical distancing in shared spaces—including sidewalks, entryways, corridors, stairwells, restrooms, common areas, and elevators. The University is developing schedules and protocols for entry and exit of buildings, waiting in hallways between classes, cleaning of classrooms, equipment, and high-touch surfaces, and availability of sanitizing supplies and hand sanitizer to address safety concerns of faculty, staff, and students.

Access to Work Areas

Classrooms and Teaching
Avoiding Congestion: Staffing Options

Providing an in-person, residential experience while ensuring the well-being of all members of our community will require us to continue to work differently. Staff who can perform their assigned work functions from home will continue to do so for the foreseeable future. As the University resumes residential operations, more faculty and staff will be asked to return to campus, and policies will be put in place to maintain physical distancing. Flexible individual and team schedules, such as staggered work arrival and departure times, may be implemented to avoid congestion. If you require some work-schedule flexibility, speak with your supervisor.

Conducting Meetings

As we resume on-campus work, please continue to use remote-meeting technology tools. If an in-person meeting is necessary, limit the number of attendees so that physical distancing can be practiced, and be sure that all participants wear face coverings. Others can join the meeting remotely, if necessary.

Meals in the Workplace

Bringing meals from home is the safest course. Communal food sharing can spread illness. Faculty and staff should wash their hands before eating, and clean and sanitize food preparation surfaces and high-touch areas. Face coverings are required when using dining areas and shared kitchens, except when eating or drinking. We recommend using the hand-sanitizer stations provided throughout campus or carrying hand sanitizer with you for personal use.

Disinfecting Your Workspace

While our Facilities team works hard to clean and frequently disinfect all BU campuses in accordance with CDC guidelines, faculty and staff should wipe down work surfaces and commonly touched areas in their own personal workspaces. When at home or away from campus, continue practices such as thorough cleaning, hand-washing, and physical distancing that will limit the chance of exposure.
SUPPORT AS WE TRANSITION

COVID-19 Paid Absences

Boston University offers full-time, nontemporary, nonfaculty staff up to 10 days of supplemental paid time off if they have a COVID-19–related illness, need to care for a family member with COVID-19, or need to care for a child because of daycare or school closures related to the pandemic. Employees should submit a request for approval to their supervisor for any absences related to these circumstances, retroactive to March 13. Staff may request COVID-19 Paid Absences via the Time Off Request system in BUworks. COVID-19 Paid Absences will be available as long as the impact of the pandemic continues, as determined by the University.

COVID-19 Workplace Adjustment

Although the University is working to provide for the on-campus safety of our faculty, students, and staff, we recognize that some faculty and graduate teaching fellows may still be reluctant to return to on-campus teaching. This may include individuals who are or might be considered at increased risk of severe illness COVID-19, as defined by the Centers for Disease Control and Prevention, or who live with someone who is or might be considered at increased risk of severe illness from the virus. A process has been established by which staff in these categories may request a workplace adjustment for the fall 2020 semester. More information on the process is available in the July 9, 2020 memorandum from Provost Morrison and through the COVID-19 Support Line at 617-358-4990 or covidhelp@bu.edu.

Employee Wellness

Employee Wellness has created a COVID-19 page, which will evolve with new resources, information, and virtual programming. As we gradually return to on-campus work, it remains important to prioritize your well-being as part of overall health. Doing so will support you, your family and friends, and the important work being done at Boston University every day.

Faculty & Staff Assistance Office

The Faculty & Staff Assistance Office 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.
**Back2BU Website**
[bu.edu/back2bu](http://bu.edu/back2bu)

**BU COVID-19 Support Line**
[bu.edu/covid-19-information](http://bu.edu/covid-19-information)
Email: [covidhelp@bu.edu](mailto:covidhelp@bu.edu) • 617-358-4990 (Monday–Friday, 9 am to 5 pm)

**Campus Planning & Operations**
[bu.edu/cpo](http://bu.edu/cpo)
- Facilities Management & Operations
  [bu.edu/cpo/who-we-are/operations-services](http://bu.edu/cpo/who-we-are/operations-services)
- Custodial Services
  [bu.edu/cpo/who-we-are/operations-services/custodial-operations](http://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

**Employee Wellness**
[bu.edu/wellness](http://bu.edu/wellness)

**Environmental Health & Safety**
COVID-19 Resources website: [bu.edu/ehs/ehs-topics/ehs-covid-19-resources](http://bu.edu/ehs/ehs-topics/ehs-covid-19-resources)

**Equal Opportunity Office**
[bu.edu/eoo/reasonable-accommodations](http://bu.edu/eoo/reasonable-accommodations) • Email: [eoo@bu.edu](mailto:eoo@bu.edu) • 617-358-1796

**Faculty & Staff Assistance Office (FSAO)**
[bu.edu/fsao](http://bu.edu/fsao)
Schedule an appointment at [bu.edu/fsao/contact](http://bu.edu/fsao/contact) or call 617-353-5381

**Human Resources**
[bu.edu/hr](http://bu.edu/hr)
[bu.edu/hr/lifebu/time-off-leaves-of-absence/covid-19-related-absences](http://bu.edu/hr/lifebu/time-off-leaves-of-absence/covid-19-related-absences)

**Occupational Health Center**
[bu.edu/buohc](http://bu.edu/buohc) • 617-353-6630

**Office of the Ombuds**
[bu.edu/ombuds](http://bu.edu/ombuds) • Email: [ombuds@bu.edu](mailto:ombuds@bu.edu) • 617-358-5960

**Parking & Transportation Services**
- Charles River Campus & Fenway Campus
  [bu.edu/parking](http://bu.edu/parking) • 617-353-2160
- Medical Campus
  [bumc.bu.edu/parking](http://bumc.bu.edu/parking) • 617-358-3506

**Research Occupational Health Program**
[bu.edu/researchsupport/safety/rohp](http://bu.edu/researchsupport/safety/rohp) • 617-358-7647

**Research Recovery Toolkit**
[bu.edu/researchsupport/tools-services/research-recovery-toolkit/recovery-guidance](http://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

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