

BACK TO ON-CAMPUS WORK



PHASE 3 RE-ENTRY

AUGUST 2020

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REVISED SEPTEMBER 2020

MOVING FORWARD WITH CARE AND CAUTION

BU's Four-Phase Recovery Plan

As Boston University moves forward with Phase 3 of a four-phase reopening of our campus, the health and safety of our community remains our first priority. University staff from virtually every department are moving forward with preparations for a wide range of contingencies. On-campus tests for COVID-19 have begun at sites on the Charles River Campus and the Medical Campus. Classrooms have been outfitted with technology to enable the kind of remote teaching that will engage both students and faculty. Seating in classrooms and other shared spaces has been carefully positioned to accommodate physical distancing, and HVAC systems have been modified to reduce the likelihood of COVID-19 transmission via aerosols.

We look forward to welcoming faculty and staff back to campus, fully aware of the concerns of many who will return to classroom teaching and other positions that require interfacing with students and colleagues. You can be sure that the University will carefully monitor every step of our planned reopening of the campus and adjust plans as needed. For guidance on that front, University leadership maintains constant communication with public health experts, epidemiologists, and other scientists in the BU community and elsewhere. Our plans may change in accordance with that guidance. 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.

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

Phase 2 (which began in July): 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 came back to campus, under strict public health guidelines.

Phase 3 (throughout August): Repopulating our residential campus and preparing for classes in the fall.

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

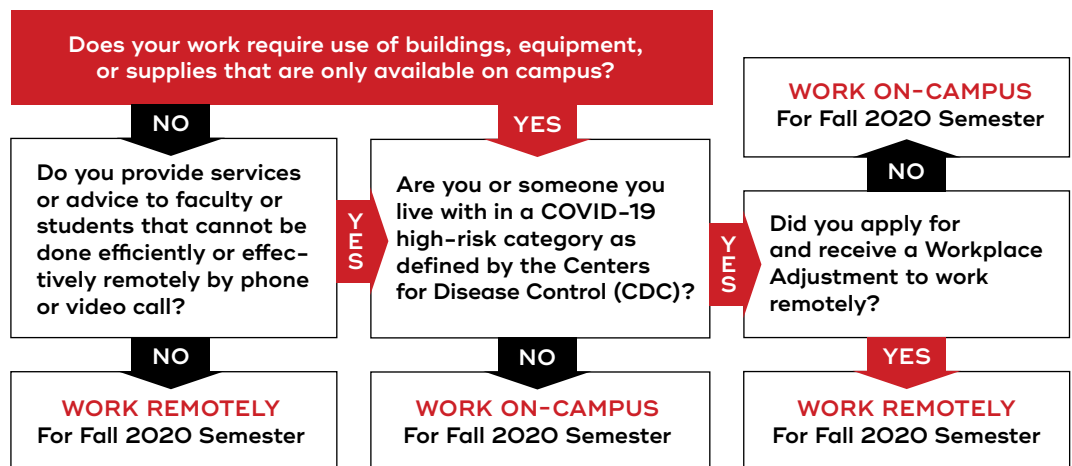
Phase 3 Re-Entry

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) required a limited number of faculty and staff to return to campus to support those activities. We have prepared for the next phase of reopening. The process started by determining which of the remaining staff must work on campus. The guiding principles for making this determination for the fall semester were:

- 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.

STAFF ON-CAMPUS OR REMOTE DECISION TREE



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 have been asked to return to campus, and policies have been put in place to maintain physical distancing. Flexible individual and team schedules, such as staggered work arrival and departure times, are being implemented to avoid congestion. If you require some work-schedule flexibility, speak with your supervisor. See page 16 for information on Workplace Adjustment Requests.

HEALTH & SAFETY OF THE BU COMMUNITY

Protocols and Compliance

PUBLIC HEALTH POLICIES

For the fall, we have put in place a comprehensive plan with the goal of decreasing the incidence of the virus in our campus community. The plan for public health interventions on campus includes the following steps:

- Face covering by everyone inside and outside our facilities
- Application of the six-foot distancing rule in all our classrooms, dining halls, offices, and other spaces
- Enhanced sanitation all across campus
- Increased ventilation and air-filtering in buildings with central air systems
- Symptom checking by everyone—students, staff, and faculty—coupled with prioritized sample collection and testing for individuals reporting symptoms
- RT-PCR testing of everyone on campus
- Contact tracing of close contacts of individuals identified with the virus
- For students living in our on-campus student residences, quarantine of close contacts and isolation of infected individuals on campus. For non-residential off-campus students, staff, and faculty, self-quarantine and isolation at the place where they live.

For more information, please see the latest [announcements on Back2BU](#).

COMPLIANCE

The plans we have put in place to limit the spread of COVID-19 in our community rely on all members of our community complying with the face covering, symptom attestation, and testing practices we are implementing. We are requiring everyone who returns to campus to follow these protocols. Please read the [August 14 email on Faculty and Staff Health Commitments, Expectations, Compliance, and Resources](#).

Compliance will be mandatory for all faculty and staff returning to campus. All faculty and staff are asked to review and agree to the [COVID-19 Health Commitments and Expectations](#) before returning to campus. In addition, a faculty and staff enforcement disciplinary process in the event of noncompliance has been established. Staff and faculty should report noncompliant behavior to their immediate supervisor, department chair, or dean.

COVID-19 Screening, Testing & Contact Tracing

As part of a multipronged initiative to resume residential learning, expand research activities, and return to campus life, Boston University has established our own COVID-19 screening and testing program for all members of the BU community arriving on campus—undergraduate students, graduate and professional students, faculty, and staff. The testing program focuses on identifying members of our community who are carrying COVID-19 so they can be promptly treated and isolated. **Our testing program is free to all BU community members. All faculty, staff, and students will be tested when they arrive on campus and regularly throughout the semester, according to their on-campus status and testing category.**

We consider in-house COVID-19 testing an essential public health step—along with self-screening, physical distancing and face coverings, hygiene, contact tracing, and treatment for those infected—as we resume the activities that make up the traditional residential college experience. To reopen our classes and campus life and restore the reasons that drew many of us to BU in the first place, it's imperative we make every effort to protect the health and safety of all members of the University community across our Charles River, Fenway, and Medical Campuses.

We are working with doctors, epidemiologists, and public health experts to determine the best courses of action. We will post the latest announcements on the [Back2BU website](#), so please check there regularly. In the meantime, see below for current information on our protocols for screening, testing, and contact tracing.

A NEW PORTAL FOR COVID-19 HEALTH SCREENING AND TESTING

BU has launched a new website—[Healthway](#)—that is your portal into our COVID-19 community health screening. This portal includes tutorials, videos, and resources that faculty and staff may find helpful. Most importantly, it links to Occupational Health Connect, where you will be able to access health systems for the following tasks:

- **Completing daily self-check for symptoms**
- **Scheduling testing**
- **Checking test results**
- **Displaying health compliance status**

DAILY SYMPTOM CHECKING

All faculty and staff in testing categories 1, 2, or 3 are required to complete a daily symptom check through the Occupational Health Connect system via the Healthway portal before they come to campus each day. Email prompts to complete the check began on August 17. See page 10 for symptoms to check for. We know that many of you may not be on campus until classes start in September, so prior to September 1 the check is only mandatory for faculty and staff who plan to be on campus in August. Starting September 1, all faculty and staff in categories 1, 2, and 3 will need to complete the online symptom check each day, including on the weekend. If there are times during the academic year when you are not on campus, you must still complete the check; you can indicate in the first question in the daily check that you will not be on campus that day, and your check will be complete.

COVID-19 Screening, Testing & Contact Tracing

SCREENING

If you report symptoms on your self-check on Occupational Health Connect via the Healthway portal, you will be advised to stay home and wait for a call from an Occupational Health triage nurse. A medical professional will call you, evaluate your status, recommend a course of action, and provide further instruction regarding testing.

Upon completion of the daily health attestation on Occupational Health Connect, you will receive a COVID-19 pass that you may be required to show to enter BU buildings and events. The green pass will indicate that you are clear to come to campus if you are asymptomatic, in compliance with the testing schedule, and have recently tested negative for COVID-19. A red “not cleared” result will indicate that you are not coming to campus, or that you are overdue for your self-monitoring check or scheduled testing.

TESTING

We will test all members of categories 1 through 3 before the start of classes. Thereafter, we plan to test all members of categories 1 and 2 at least weekly. See pages 8–10 of this guide for the explanation of testing categories. The processes for determining 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. [Faculty](#) and [staff](#) were given an opportunity to request a workplace adjustment to change their testing category. Further information is available through the COVID-19 Support Line.

Starting Monday, August 17, faculty and staff in testing categories 1, 2, or 3 are required to sign up for an on-campus COVID-19 test. Faculty and staff in categories 1 and 2 will receive an email prompt to sign up for a test. Category 3 faculty and staff may sign up for a test, as needed, via the daily email prompt or by logging on to Occupational Health Connect from the [BU Healthway site](#). All faculty and staff are required to be tested before returning to campus. If you are unsure of your testing category, please review the testing categories or check with your manager or dean’s office. Category 1–2 will be tested weekly. Category 3 faculty and staff are tested once, at the beginning of the semester, and then as necessary. Employees in category 4 will not be working on campus during the fall and therefore are not required—or eligible—to receive an on-campus test. Testing categories are generally assigned based on the nature of your responsibilities when on campus.

If you do not report symptoms in your daily check, you will be prompted to schedule a COVID-19 test at regular intervals. Using the new Healthway portal, you can conveniently schedule this test at one of the testing collection sites that have been set up on our campuses. We have designed the process so that it only takes a few minutes. See a [short video on How to Take the Test](#). At the testing collection site, you will receive a kit with a bar-coded vial for the sample. You will perform the test under observation and leave the vial for transport to the processing facility.

Testing frequencies are based on calculations of COVID-19 spread and simulations of transmission that take into account specific details of our classroom and residential environment.

COVID-19 Screening, Testing & Contact Tracing

Anyone with additional questions is encouraged to utilize the following resources:

- Go to [Healthway](#) for videos and tutorials on how to do your daily symptom check, schedule your test, and much more.
- **Healthway Line:** 617-353-0550 – For all faculty and staff who are symptomatic, have tested positive, or are calling to speak with a contact tracer
- **COVID-19 Support Line:** covidhelp@bu.edu or 617-358-4990 – For all faculty and staff who have nonmedical questions related to COVID-19

TESTING METHOD AND TEST COLLECTION SITES

The University is using 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. Tests are collected by the self-administered “nasal swab” method of acquisition, with observation.

Testing collection sites have been installed at four locations on the Charles River Campus and one site on the Medical Campus. **Hours of operation are seven days a week, by appointment only:**

- **Rajen Kilachand Center for Integrated Life Sciences & Engineering**, 610 Commonwealth Avenue, **7 am – 8 pm**
- **808 Gallery**, 808 Commonwealth Avenue, **8 am – 9 pm**
- **Agganis Arena Lobby**, 925 Commonwealth Avenue, **8 am – 9 pm**
- **925 Commonwealth Avenue Rear, Health Services Annex**, in the back of Agganis Arena; this site is exclusively for those who report symptoms of coronavirus, **8 am – 9 pm**
- **BU Medical Campus**, Room R107, 72 East Concord Street, **7 am – 8 pm**

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 Laboratory is being run and overseen by certified clinical lab professionals who are working closely with Student Health Services and the Occupational Health Center. Our testing laboratory is capable of processing very large numbers of tests daily. Our goal is next-day turn-around for every test. [Protecting the privacy of your health information](#) has been an integral part of the planning for the creation of the BU Clinical Testing Laboratory from the start.

BU faculty and staff who test positive will be contacted by a healthcare provider with the BU Occupational Health Center (BUOHC) to inform them of their test results and instruct them on how to isolate at home and for how long. Faculty and staff will be directed to reach out to their primary care physician. BUOHC will process the medical leave of absence for the period of time medically indicated. In general, we follow Centers for Disease Control and Prevention (CDC) guidelines on isolation periods for those who test positive. The CDC currently recommends: “For most persons with COVID-19 illness, isolation and precautions can generally be

COVID-19 Screening, Testing & Contact Tracing

discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.”

CONTACT TRACING

Because rapid identification of infection is crucial to controlling the spread of COVID-19, the University is also implementing 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](#). It is important that all persons contacted respond immediately to contact tracers.

COVID-19 TESTING CATEGORIES

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

Testing Category 1.0 (tested twice weekly)

- Undergraduate students living on campus
- Undergraduate students living off campus and attending in-person classes
- Graduate students living in undergraduate residential housing
- BU Academy cross-registered students taking classes with residential students

Examples include: Undergraduate students and CELOP students living on campus, including undergraduate and graduate resident assistants and hall directors living on campus, and undergraduate students living off campus and attending in-person classes.

Testing Category 1.1 (tested once weekly)

- Commuting graduate 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
- Faculty and staff 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) and are not in category 4 due to receiving a workplace adjustment
- Faculty and staff who use public transportation to go to or from campus at least weekly



COVID-19 Screening, Testing & Contact Tracing

- BU healthcare providers (including, for example, faculty, staff, and students providing healthcare services to members of the BU community or to the public, 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)
- BU Academy students who are not cross-registered

Examples include: Residential Life staff, including area directors, and residential security; students enrolled in programs without LfA options, graduate or non-degree students enrolled in in-person courses with undergraduates, 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 (tested once weekly)

- Commuting graduate students residing off-campus attending in-person classes or students whose on-campus employment or service obligations require interaction with other students and BU community members
- Commuting faculty and staff, including certain faculty who are student-facing, but have little contact with undergraduates 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, including graduate students enrolled in LfA-option degree programs and attending class in person.

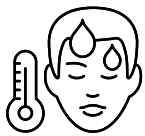
Testing Category 3 (tested once upon return to campus)

- Commuting faculty and staff whose job duties require very limited contact with students and who can control their contact with other faculty and staff so as to limit interactions to small groups of individuals with appropriate work environment protocols in place and minimal contact hours
- Graduate students in degree programs that meet only once per week or less.

Examples include: A staff member in financial services such as Accounts Payable, Sourcing & 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. Students in the EMBA program.

COVID-19 Screening, Testing & Contact Tracing

SOME SYMPTOMS OF COVID-19



FEVER



SORE THROAT



COUGH



SHORTNESS OF BREATH

Testing Category 4 (not tested)

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

Examples include: Students in online programs, attending courses on satellite campuses, or who have opted to attend all courses remotely; staff and faculty granted workplace adjustments for on-campus activity, and staff performing work duties entirely remotely.

SELF-MONITORING FOR SYMPTOMS

Everyone in the BU community must work together to protect each other. As described earlier in Daily Symptom Checking, every day before coming to campus, you are required to complete a symptom check on the Occupational Health Connect system via the Healthway portal. 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 Healthway COVID-19 Medical Line at 617-353-0550 if one or more of the following concerns apply:**

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

If you have a new positive test result for COVID-19 from an outside facility and have not notified Occupational Health, please call Healthway at 617-353-0550 during business hours 8 am–8 pm.

SYMPTOMS TO CHECK FOR

Are you experiencing any of the following symptoms that are new and have arisen in the past 14 days?

- Fever of 100°F, or feeling unusually hot (if no thermometer is available), with shivering/chills
- New cough not related to chronic condition
- Difficulty breathing/shortness of breath
- Sore throat
- New loss of taste or smell
- Vomiting
- Severe fatigue
- Severe muscle aches

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

Self-Monitoring for Symptoms

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

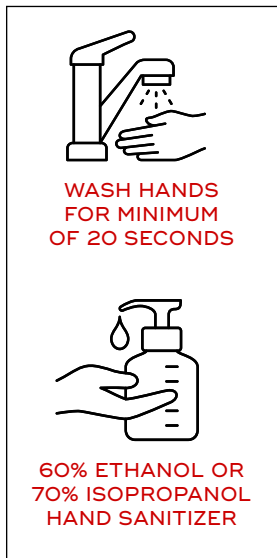
LIMITING THE SPREAD OF GERMS

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.



Use of Personal Protective Equipment



CLOTH FACE COVERING



DISPOSABLE FACE MASK



SURGICAL MASK



N-95 RESPIRATOR

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 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 observe safety protocols in shared spaces.

Based on currently available data from the CDC, face shields in the absence of other 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. Gaiters, bandanas, neck fleeces, scarves, and masks with exhalation valves should not be used, given the potentially increased risk of aerosol transmission associated with these types of facial coverings.

Faculty and staff 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 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. 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-health-care 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

While fitted N-95 masks provide the best level of protection, these are in short supply and generally should be reserved for healthcare workers. Similar levels of protection can be achieved with surgical masks, three-ply masks, or two-ply masks consisting of a layer of polypropylene and cotton or two layers of cotton, and two layers of polypropylene.

Use of Personal Protective Equipment

HOW TO WEAR A CLOTH FACE COVERING

Facial coverings and masks are an effective tool to prevent the potential spread of illnesses like COVID-19. In order to be effective, facial coverings and masks should have a snug fit and ideally consist of two or three layers of material (e.g., two-ply or three-ply).

Make sure you wash your hands before donning a mask, place it over your nose and mouth, make sure it fits snugly so air is passing through the mask and not around the sides of the mask, and make sure you can breathe comfortably. [Watch a video on properly wearing a face covering.](#)



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.



■ RETURN TO ON-CAMPUS WORK

WHAT'S NEW?

For the fall semester, the University has put in place a comprehensive plan focused on the safety of faculty, staff, and students, with the goal of decreasing the incidence of the virus in our campus community. Campus Planning & Operations has established guidelines and advisory services related to the implementation of safe building practices, operations, sanitation, and space management strategies in accordance with public health guidelines to reactivate our buildings and spaces in a phased manner.

BUILDING VENTILATION

To oversee BU's efforts to combat the airborne spread of COVID-19, Facilities Management & Operations has created a team of the University's engineering and building systems staff, in-house HVAC technicians, building area managers, and BU Environmental Health & Safety staff. The team is following the recommendations of the Centers for Disease Control and Prevention (CDC) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). The University has also hired engineering and consulting firm Environmental Health & Engineering, with expertise in HVAC system design and operation, to assist with the work.

Following the advice of the CDC and ASHRAE, the University has increased the ventilation and enhanced the air filtration in the 120 buildings on campus that have mechanical ventilation systems. The University has replaced the filters in the systems that recirculate air in offices and classrooms with new filters capable of capturing airborne viruses, including SARS-CoV-2, the virus that causes COVID-19.

We have also extended HVAC run times from 12 to 16 hours a day to around-the-clock, and increased the amount of outside air pulled into the system. Because those actions coincide with the University's reduced occupancy in all buildings, every person in HVAC-controlled buildings will have significantly more outside air per person than would have otherwise been the case.

For buildings without central HVAC, teams from Facilities Management & Operations have followed the advice of the CDC and are using window fans to circulate the air to increase the circulation of outdoor air and increase outdoor air dilution of indoor air. Facilities is assessing all classrooms and will install HEPA-filtered air purifiers, if needed. The assessment is 80% complete. The air purifiers are coming in and will be installed before classes start.

More information on our efforts to keep COVID-19 out of the air in indoor spaces is available in a [July 28 white paper](#) written by Gary Nicksa, Senior Vice President for Operations, and on the [Return to Campus Advisory Services website](#).

**Return to
On-Campus
Work****CLASSROOMS AND TEACHING****Classrooms are being outfitted with technology upgrades that enable remote learning.**

New classroom maximum occupancy has been determined, seating density has been greatly reduced, and furniture placement has been adjusted. HVAC systems have been adjusted for efficiency. For more information on reduced capacities in specific classrooms and spaces, please visit bu.edu/classrooms and use the Find a Classroom feature to find a PDF of the reduced seating plan and a list of room features. In accordance with the University's [Learn from Anywhere \(LfA\)](#) teaching format, many in-person classes may be divided into smaller rotations that take turns attending classroom sessions while other students attend class remotely. Spaces designated for LfA instruction across all three campuses have been outfitted with a technology solution to enable use of Zoom including a webcam, microphone, and laptop connection for faculty devices. The exact solution will vary depending on the size, location, existing technology, and availability of new technology in each space. [Faculty visits](#) are available now from [Learning & Event Technology Services](#) (LETS) in prototype rooms on the CRC and from [BUMC Ed Tech](#) on the Medical Campus. See the [Learn from Anywhere Faculty Resources website](#) for pedagogical guidance, tools to get started, assessment options, FAQs, training schedules and recordings, and more. See, for example, [LfA Classroom Overview](#) and [Connecting USB-C Adapters](#).

LETS is working on building a video library based on faculty feedback from tours in order to share classroom technology information with faculty unable to attend an in-person visit prior to the start of classes.

LIBRARIES

Mugar Memorial Library will reopen to current BU students, faculty, and staff starting on Monday, August 24 at 8 am. Through the fall 2020 semester, Mugar's daily hours of operation will be 8 am to 11 pm. Faculty may continue to direct general inquiries or seek updates via the [Ask a Librarian portal](#) and via email at ask@bu.edu.

VISITORS AND TRAVEL

Key to our efforts to maintain healthy learning, living, and working environments across the University this fall will be limiting the flow of travel and outside visitors to our campuses.

Under the [Policy Regarding Campus Visitors During the COVID-19 Pandemic](#), until further notice, all University campus spaces, facilities, and buildings will be open only for official University business and not to the general public. The policy lays out categories of visitors (including contractors, vendors, tenants, patients, and visiting faculty, scholars, researchers, and students) who will be permitted on campus, provided they have been invited by a host and meet a set of health and safety requirements, in conjunction with federal, state, local, and University regulations.

The [Policy Regarding Fall 2020 University-Sponsored Travel](#) will prohibit University-sponsored domestic and international travel for undergraduate and graduate students for the fall semes-

Return to On-Campus Work

ter, unless exempted by their dean. It will also strongly discourage sponsored travel for faculty and staff, granting exemptions only with the approval of the traveler's dean or vice president. As a reminder, all travelers remain subject to federal, state, and local travel restrictions and quarantine requirements, as well as any applicable University quarantine requirements.

HIGHER-RISK GROUPS

The 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.

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 faculty and 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 someone who is or might be considered at increased risk of severe illness from the virus.

A confidential process to request a workplace adjustment was made available in July, for those faculty or staff with a recognized CDC high-risk condition, or who have a household member with such a condition. Adjustment recommendations were based on the receipt of appropriate medical documentation. Deans and senior administrators will have communicated the outcome of each request for workplace adjustment to individual faculty and staff members by Friday, August 21.

If newly hired (since August 2, 2020) faculty or staff would like to request a workplace adjustment, or if current faculty or staff have developed a new medical condition that falls under the CDC high-risk categories or a household member has developed a new condition, a request for workplace adjustment can be made: [for staff](#) and [for faculty](#).

A separate workplace adjustment request process has been recently established to address those circumstances where a medical condition makes it inadvisable to wear a face covering at any time. For additional information, please contact the BU COVID-19 Support Line at covid-help@bu.edu or call 617-358-4990.

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. If you rely on public transportation, you should frequently 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. A new Terrier Transit app ([iOS](#) and [Android](#)) is now

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available so the BU community can consider all their transportation options and routes in one mobile app—BUS, MBTA buses, trolleys, and trains, walking, bicycling, Bluebikes, and Zipcar. 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 schedule](#) and subsidized transit passes.

Faculty and staff who regularly commute to campus from out of state should consult the [Massachusetts Travel Order](#) for guidance on travel restrictions.

PARKING AT BU GETS AN UPGRADE

Parking at BU just got easier. Beginning August 10, faculty and staff can choose between a parking permit or a new daily parking program that bills your credit card only on days you park. You can sign up online at BU Works Employee Self-Service. Once the transaction is approved, parking will be assigned to both a license plate and your BU ID. License plate recognition equipment installed at gated garages and lots will scan your license plate and signal the gate to open as you enter and exit. If the system fails to read your plate, tap your BU ID against the entry or exit terminal to open the gate.

Commuters who opt for a parking permit will have a wide range of options, including gated and ungated lots, garages, and alleyways, and can pay for permits through a pre-tax payroll deduction. Those who enroll in the daily program will be permitted to park in most gated lots and garages. The system allows or blocks entry based on the parking permit you purchased.

Attendants are available to address questions or concerns with the push of a button at the parking entrances, exits, and pay stations. For more information, including prices for the two options, visit the [Charles River Campus Parking & Transportation Services website](#) or email parking@bu.edu.

The 710 Albany Street Garage is the primary parking facility for patients visiting Boston Medical Center and BU clinics. As more patients return to campus, parking needs to be made available. Therefore, as of August 10, Medical Campus employees and students will no longer be able to park at the 710 Albany Street Garage for a reduced rate. Employees and students reinstating or signing up for a new permit should do so using the [online application](#). Employees parking two days or fewer a week may [apply online](#) for a Daily Fee permit for use of the Doctors Office Building (DOB) Garage at 720 Harrison Avenue. Students in need of infrequent parking may also use this garage for \$12/day, space permitting. To pay this rate, students must present their student BU ID along with their ticket to the cashier in order to pay before returning to their vehicle. For more information, please visit the [Medical Campus Parking & Transportation website](#).

■ A SAFE WORKPLACE

Access to Work Areas

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 3, 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.

New Campus Signage

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 has developed 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.

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. In-person, on-campus meetings, events, or gatherings are limited to members of the BU community and specifically exclude the general public, campus visitors, or guests.

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.

■ BACK TO RESEARCH

Changes to BU Research in Phase 3

While this is a time of transition for our community, some elements will remain the same for BU research as we move into the fall semester. Any administrative work that is not student-facing and can be done remotely should continue remotely. On-campus research will remain limited to those research groups that have submitted recovery plans and received formal approval from the Office of Research. And safety guidelines outlined in the [Research Recovery Toolkit](#)—including six-foot physical distancing, sanitation protocols, etc.—remain in effect for the safety of our faculty, staff, and students.

WHAT'S CHANGING: OCCUPANCY LIMITS

As of August 1, research groups can increase lab occupancy, in accordance with state advisories, following approval from the Office of Research. We are still encouraging remote work when practical. All plans and schedules should strive for de-densification of the workspace whenever possible. In labs, this means limiting on-campus work to critical use of bench/lab space or equipment (ensuring students and staff are not in close proximity for extended periods and avoiding unnecessary congregating).

Nonexperimental labs (theoretical, computational, observational, and all other “dry” or non-bench research that does not require on-campus equipment): Principal Investigators (PIs) may opt to increase to 50 percent occupancy, following formal approval from the Office of Research. All University and research-specific requirements must continue to be met, including six-foot distancing and appropriate de-densification, as defined above.

Experimental labs (“wet” or bench research that requires on-campus equipment): Occupancy limits may be set by the PI, following approval from the Office of Research. These limits may exceed 50 percent, provided all University and research-specific requirements continue to be met, including six-foot distancing and appropriate de-densification, as defined above.

Offices or administrative spaces associated with labs: PIs may opt to increase to 50 percent occupancy, provided all University requirements can be met, including six-foot distancing.

WHAT'S NEW: FIELD AND OFF-CAMPUS RESEARCH

We have [new guidance](#) and a special planning template available for PIs ready to request approval to return to field or off-campus research using our [web form](#). PIs previously approved to resume on-campus research must submit separate recovery plans for any planned field or off-campus research.

UPDATED GUIDANCE: HUMAN SUBJECTS, IN-PERSON TRAININGS, AND EXPERIENTIAL LEARNING

In addition to the new guidance available for field or off-campus research and the [master guidance](#) for research groups returning to campus, we have also rolled out guidance for [human subjects research](#) on the Charles River Campus, [in-person lab trainings](#), and [off-site experiential learning placements](#). Please review these resources as relevant to your work and incorporate into new or revised plans as needed.

Changes to BU Research in Phase 3

ACTION REQUIRED TO ACTIVATE RESEARCH GROUPS

PIs submitting recovery plans and personnel lists for the first time should follow instructions in the [Research Recovery Toolkit](#). PIs amending a previously approved plan must revise and resubmit their recovery plan and personnel list using our new [simplified form](#). Please submit all personnel lists using the new, streamlined Research Personnel Template.

We will work with chairs and associate deans of research to review and approve submitted plans, with lab occupancy changes above the previous 30 percent limit. New and revised plans must be approved by the Office of Research prior to any new personnel returning to campus.

Critically, this approval process triggers a symptom tracker survey emailed to all personnel approved for on-campus research. **The daily survey via Healthway is mandatory.** Research personnel who do not complete it risk losing their group's approval status. PIs should ensure personnel are receiving and completing it every day they report to campus. Please contact research@bu.edu with questions.

BACK TO CLINICAL WORK

In consultation with the directors of healthcare clinics and clinical training centers, the University has resumed some in-person healthcare services following guidance issued by the Massachusetts Department of Health for reopening clinical care.

BU Dental's Patient Treatment Centers and Dental Health Centers (both at Albany Street and at Comm Ave) and BU Physical Therapy at the Ryan Center have reopened for limited in-person services that cannot be provided satisfactorily through telehealth. Student Health Services, Occupational Health Center, and Research Occupational Health Program have remained open for appointment-only services during the pandemic.

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 and Department of Public Health guidance. Patients will be screened for symptoms one day in advance of their appointment, and when they arrive for care.

■ 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.

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 your 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.



WEBSITES & CONTACT INFORMATION**Boston University****BACK2BU WEBSITE**

bu.edu/back2bu

HEALTHWAY WEB PORTAL

bu.edu/healthway

Healthway Line: 617-353-0550 (for students, faculty, and staff who are symptomatic, have tested positive, or are calling to speak with a contact tracer)

BU COVID-19 SUPPORT LINE

(for all employees who have work-related, nonmedical questions related to COVID-19)
email: covidhelp@bu.edu • 617-358-4990 (Monday–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

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

bu.edu/hr

bu.edu/hr/lifebu/time-off-leaves-of-absence/covid-19-related-absences

OCCUPATIONAL HEALTH CENTER

bu.edu/buohc • 617-353-6630

OFFICE OF THE OMBUDS

bu.edu/ombuds • email: ombuds@bu.edu • 617-358-5960

Boston University

PARKING & TRANSPORTATION SERVICES

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

RESEARCH OCCUPATIONAL HEALTH PROGRAM

bu.edu/researchsupport/safety/rohp • 617-358-7647

RESEARCH RECOVERY TOOLKIT

bu.edu/researchsupport/tools-services/research-recovery-toolkit/

City, State, and Government Information on COVID-19

CENTERS FOR DISEASE CONTROL AND PREVENTION COVID-19

cdc.gov/coronavirus/2019-ncov

CITY OF BOSTON

boston.gov/news/coronavirus-disease-covid-19-boston

COMMONWEALTH OF MASSACHUSETTS

mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH

mass.gov/2019coronavirus

MBTA – MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

mbta.com

9/15/20