BACK TO ON-CAMPUS WORK

RESIDENTIAL EDUCATION
ACADEMIC YEAR 2020–2021
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This guide will be updated frequently and we will identify new information.
PROTECTING OUR COMMUNITY AND EACH OTHER

With the BU community’s extraordinary collaboration and commitment to the health and security of each other, we have successfully begun the fall semester and Phase 4 of our recovery plan. Special thanks go out to all of you for working so hard over the last few months to help ensure the safe reopening of our campuses to residential, in-person learning.

President Brown wrote on September 28, “At no time in the history of the University has our ability to fulfill our missions of teaching and research been so dependent on the collective actions of each and every member of our community. Our processes and protocols are in place. We are beginning to live in the new normal that will continue until an effective vaccine is widely available. Together, we can show how a well-developed plan, based on science and implemented by a focused academic community, can overcome COVID-19 and reestablish the living and learning community that defines Boston University.”

This guide is intended to provide current information on the policies and practices of our recovery plan to return to residential education. Members of the BU community who are on campus are required to follow a set of important public health guidelines, including completing required check-in and symptom attestations via the Healthway website and receiving regular COVID-19 testing through our on-campus testing program. These mandatory requirements are based on current medical guidance and are designed to mitigate the spread of COVID-19 and support the well-being of the BU community. Updated information will be added periodically in this guide and will be posted on the Back2BU website.

BU’s Four-Phase Recovery Plan

**Phase 1** began on May 25 with gradual resumption of 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** began in July with 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** in August saw the repopulation of our residential campus and preparation for fall classes.

**Phase 4** is now underway with the resumption of classroom teaching and other residential community activities, all substantially reshaped by COVID-19 public health and safety protocols.
On October 13, President Brown wrote to faculty and staff:

We are planning for the spring semester under the assumption that COVID-19 will still be with us and that all the protocols we have in place will continue, including our testing regimen. The 2021 spring calendar has been set, as well as the spring 2021 Move-In Schedule for our housing units, which will follow the approach we used in August.

During the next two months we will evaluate how our educational and support programs are working this semester for our students and researchers so that we can make improvements for the spring that will optimize our work and impact. I am asking all academic and administrative leaders to conduct such an assessment. In our academic units that should include surveys of students and faculty on how to improve the Learn from Anywhere (LfA) learning modality; I ask that academic units and the Office of the Provost collaborate on surveys where appropriate.

As a result of this assessment, I anticipate that we may likely conclude that it is necessary to expand staff presence on campus in order to more effectively support our students and faculty. To make this change, we will modify the guidance that we issued last June that “all staff should work remotely if possible,” to a request that managers determine who is needed on campus and how to bring those staff back while honoring city and state guidelines about physical distancing. This assessment will occur simultaneously with the review of workplace adjustment requests from faculty and staff for the spring semester. This process, managed by the Office of the University Provost and Human Resources, is underway for faculty, and will begin in November for staff.
HEALTH & SAFETY OF THE BU COMMUNITY

PUBLIC HEALTH POLICIES

We have implemented comprehensive health and safety protocols for students, faculty, and staff with the goal of decreasing the incidence of the virus in our campus community:

- 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
- Students living on campus are quarantined in designated spaces and, if tested positive or identified as a close contact, move to isolation housing on campus. Quarantine and isolation housing on campus is also available for off-campus students who are identified as a close contact or test positive. Faculty and staff self-quarantine and isolate at the place where they live.

For more information, please see the latest announcements on Back2BU.

COVID-19 HEALTH COMMITMENTS AND EXPECTATIONS FOR FACULTY AND STAFF AND NON-COMPLIANCE REPORT

As addressed in the Provost’s letter on compliance with COVID-19 Health and Safety Protocols, continued diligence by all of us is critical to our success. Everyone who returns to campus, including faculty and staff, is required to adhere to these Safety and Health Compliance Protocols. Effective the week of October 26, unit leaders—managers, supervisors, deans, department chairs—will begin taking corrective action with individuals not in compliance with the testing frequency and daily health screening protocols, with support from Human Resources. See page 17 for further information on commitments and expectations.

Managers are responsible for ensuring that each of their direct reports comply with their required health screening and testing frequency for their assigned category. Managers access a daily COVID-19 Non-Compliance Action Report of their direct reports not in compliance. This report is an important tool to help track compliance, identify opportunities to provide individual coaching, and implement corrective action with employees who do not comply with these important health and safety protocols. Newly developed BW COVID-19 Compliance Reporting is now available to add greater flexibility and control for managers, and detailed instructions are on the Human Resources website, to be used in conjunction with the Employee COVID-19 Non-Compliance Action Report.
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. All faculty, staff, and students are 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. After reopening our classes and campus life and restoring 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 have worked 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 PORTAL FOR COVID-19 HEALTH SCREENING AND TESTING

BU introduced the Healthway website 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 required self-check for symptoms
- Scheduling testing
- Checking test results
- Displaying health compliance status

DAILY SYMPTOM CHECKING

The daily health screening requirement has been changed. Revised guidance specifies that all faculty and staff in categories 1, 2, and 3 must complete a daily health screening on all weekdays (Monday through Friday), whether or not you come to campus that day. Screening is not mandatory on weekends, holidays, and regularly scheduled days off, unless you will be on campus for any reason on those days.

Do not report to work if you are experiencing COVID-19 symptoms. Any faculty or staff member exhibiting symptoms of COVID-19, such as fever, cough, or difficulty breathing should indicate symptoms using the required health screening and contact your primary care provider.

See pages 8–10 of this guide for more information on testing categories, and page 10 for symptom monitoring.
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 a Healthway triage specialist. A medical professional will call you, evaluate your status, recommend a course of action, and provide further instruction regarding testing.

Upon completion of the required health screening on Occupational Health Connect, you will receive a COVID-19 pass via email 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 and in compliance with the testing schedule. A red “not cleared” result will indicate that you should not come to campus.

TESTING

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 (pages 8–10), check with your manager, or go to MyBUworks and see the Back2BU tab. Testing frequencies are based on calculations of COVID-19 spread and simulations of transmission that take into account specific details of our classrooms, residential environment, and workplace conditions.

If you are in testing category 1 or 2 and do not report symptoms in your required check, you will be prompted to schedule a COVID-19 test at regular intervals. Using the 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.

Faculty and staff in testing categories 1 and 2 will be tested once every 7 days. Category 3 faculty and staff are tested when you come to campus for the first time, and thereafter based on frequency on campus. In no case will faculty and staff in categories 1, 2, or 3 be tested more than once every 7 days unless you report symptoms or are directed by a healthcare professional to seek additional testing. During those 7-day periods, you are strongly encouraged to get tested on the first day you are on campus. You are not required to take a test during 7-day periods when you are not on campus at all.

Faculty and staff in category 4 do not work on campus or engage in other activities on campus. If you are assigned to testing category 4, you are to remain off campus at all times. As a result, on-campus testing is not available to you. If your situation changes and you need to return to campus, please notify your department chair or manager. They will discuss with you whether it is appropriate to reassign your testing category, in which case you would be required to be tested and complete the daily health screening in accordance with your new testing category.

Supervisors and managers determine which testing category each of their staff members should be assigned to, based on the nature of your job and your frequency on campus. You can work with your manager to adjust your category. A workplace adjustment request process is available.
Anyone with additional questions is encouraged to utilize the following resources:

- Go to [Healthway](https://healthway.bu.edu) for videos and tutorials on how to do your required 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 to speak with a contact tracer (see Contact Information on page 23)

- **COVID-19 Support Line**: [covidhelp@bu.edu](mailto: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. **Open 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 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 turnaround for every test. [Protecting the privacy of your health information](https://healthway.bu.edu/privacy) has been an integral part of the planning for the creation of the BU Clinical Testing Laboratory from the start. Negative test results will be reported to you through the Healthway portal.

**BU faculty and staff who test positive** will be contacted by a Healthway triage specialist with the BU Occupational Health Center (BUOHC) to inform you of your test result and instruct you on how to isolate at home and for how long. Faculty and staff will be directed to reach out to their primary care physician. 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 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 has also implemented 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. Faculty can learn what happens if a student in your class tests positive for COVID-19.

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
- 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 LF option, 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 LF-option degree programs and attending class in person.

Testing Category 3 (testing based on frequency on campus)

Category 3 testing requirements have been revised. Individuals assigned to Category 3 need to be tested on their first visit to campus; thereafter, regular community testing will be based on frequency on campus. In no case will individuals be tested more than once every 7 days unless they report symptoms or are directed by a healthcare professional to seek additional testing.

Health screening remains a requirement. This applies to:

- Commuting faculty and staff whose job duties require very limited contact with students and who can control their contact with other faculty and staff
- Graduate students in degree programs that meet only once per week or less

For example: If you come to campus during two separate weeks a month, you should be tested once during each of those weeks, and you are encouraged to do so on the first day you are on campus during those weeks. Depending on how often you come to campus, you should test once every 7 days, or when you come to campus if there are more than 7 days between visits. You are not required to take a test during weekly periods when you are not on campus at all.

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, if you are assigned to testing category 1, 2, or 3, every weekday (Monday through Friday, excluding holidays), 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 a total of 15 minutes or more over a 24-hour period) 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.

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 (60% ethanol or 70% isopropanol) 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 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 may not be used, given the potentially increased risk of aerosol transmission associated with these types of facial coverings.

Faculty and staff are 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 alone in an office or an enclosed private workspace, you do not need to wear a face covering or disposable mask. Research and clinical workers 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

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.
WHAT HAS CHANGED?

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.

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 has 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 increase the circulation of outdoor air and increase outdoor air dilution of indoor air. Facilities has assessed all classrooms, and HEPA-filtered air purifiers were installed, as needed, before the start of classes in the fall.

More information on our efforts to keep COVID-19 out of the air in indoor spaces is available in a July 28 white paper, and on the Return to Campus Advisory Services website.
**CLASSROOMS AND TEACHING**

Classrooms have been 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](http://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 have been 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 varies depending on the size, location, existing technology, and availability of new technology in each space. 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.

**LIBRARIES**

*Mugar Memorial Library* is open daily to current BU students, faculty, and staff, 8 am to 11 pm. For other Charles River Campus libraries, visit Back2BU Libraries Updates. The *Alumni Medical Library* on the Medical Campus is open Sunday to Friday, 7:30 am to 6 pm.

**VISITORS AND TRAVEL**

Key to our efforts to maintain healthy learning, living, and working environments across the University is our policy to limit 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 are 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 prohibits University-sponsored domestic and international travel for undergraduate and graduate students for the fall semester, unless exempted by their dean. It also strongly discourages 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.
**Working on Campus**

**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](https://www.cdc.gov) 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 have communicated the outcome of each request for workplace adjustment to individual faculty and staff members for the fall semester.

The [workplace adjustment request process](https://www.cdc.gov) for the spring semester was made available to faculty during September, and will be made available to staff in November. If an individual received verification for the fall semester based on a chronic CDC high-risk condition, they will still need to fill out a new request form, but will not need to resubmit medical documentation.

If it is determined that a returning applicant needs to resubmit medical documentation for spring 2021, they will be notified individually. Generally, only those who received verification this fall based on temporary conditions will need to resubmit medical documentation.

New applicants will be asked to submit medical documentation as part of the application process.

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](mailto:covid-help@bu.edu) or call 617-358-4990.
COMPLIANCE WITH SAFETY & HEALTH PROTOCOLS

Every member of the BU community has a role to play in maintaining a healthy and safe campus. Toward that end, all members of the community who work on campus are expected to comply with COVID-19 testing frequency requirements associated with their assigned testing category and perform the required health screening. Faculty and staff assigned to testing category 4 should not be tested and are not required to complete the daily health screening.

A COVID-19 health and safety compliance protocol has been established, describing corrective actions to be taken in the event faculty or staff are out of compliance with testing frequency, required health screening, face covering, and quarantine or isolation requirements. Deans and managers are responsible for implementing the corrective action process in their units in conjunction with Human Resources.

FACULTY AND STAFF HEALTH AND SAFETY COMMITMENTS AND EXPECTATIONS

<table>
<thead>
<tr>
<th>Required Task</th>
<th>Testing Category 1</th>
<th>Testing Category 2</th>
<th>Testing Category 3</th>
<th>Testing Category 4</th>
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<tbody>
<tr>
<td>COVID-19 Health Commitments and Expectations</td>
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<td>Daily Health Screening</td>
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<td>COVID-19 Community Testing</td>
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Know Your Testing Category: If you believe your testing category should be changed, speak with your manager. If you have questions, please reach out to COVID-19 Employee Support at covidhelp@bu.edu.
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 is affected, speak with your department head or supervisor. A Terrier Transit app (iOS and Android) is now 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

Parking at BU has become easier. Faculty and staff can choose between a parking permit or a daily parking program that bills your credit card only on days you park at the Charles River Campus. You can sign up online at BU Works Employee Self-Service. Once the transaction is approved, parking is 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 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, Medical Campus employees and students are no longer 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 BU Buildings & Work Areas

Academic, research, and office buildings on the Charles River, Fenway, and Medical Campuses have returned to their regular, pre-COVID opening and closing schedules. Effective October 22, a green daily attestation badge/email is required to enter dining halls, the George Sherman Union, and several other public spaces on campus. Faculty are encouraged to participate in this effort by asking students to show their green badges as they enter classrooms. Similarly, we are asking managers of student-facing services to put into place a practice of asking students to show green badges when entering a department's space. This practice has been successfully implemented in the Dean of Students Office, the Howard Thurman Center, and the Fitness & Recreation Center. Additional guidance on how to make this request and respond to any student concerns can be found on the Back2BU Faculty Support website.

For those conducting in-person care or research, follow your approved plan for screening before and at the time of encounters or appointments. 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. Changes in a department's assigned space should be processed through the existing space change/renovation request processes.

Campus Signage

Extensive signage has been 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

Meetings are limited to members of the BU community and specifically exclude the general public, campus visitors, or guests. Consult the policy for on-campus meetings and gatherings. Continue to use remote-meeting technology tools whenever possible, and for in-person meetings, limit the number of attendees so that physical distancing can be practiced as posted for that space, with a maximum of 25 people, and be sure that all participants wear face coverings.

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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.

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.

Disinfecting Your Workspace
While this is a time of transition for our community, some elements will remain the same for BU research as we move forward. 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-feet physical distancing, sanitation protocols, etc.—remain in effect for the safety of our faculty, staff, and students.

**OCCUPANCY LIMITS**

Research groups have increased 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-feet 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-feet 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-feet distancing.

**FIELD AND OFF-CAMPUS RESEARCH**

We have 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.

**GUIDANCE FOR HUMAN SUBJECTS, IN-PERSON TRAININGS, AND EXPERIENTIAL LEARNING**

In addition to the guidance available for field or off-campus research and the master guidance for research groups returning to campus, we have also established 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.
BU Research in Phase 4

**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 [simplified form](#). Please submit all personnel lists using the 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.

As a reminder, the required survey via Healthway and regular testing as determined by testing category are mandatory for all research personnel in Categories 1–3. Failure to abide by required health and safety protocols may result in revocation of laboratory access privileges and corrective action under the University compliance protocols. [Health & Safety posters for research labs](#) are available on the [Research Support](#) website. PIs are encouraged to download, print, and post these flyers in their lab space. If you need to report non-compliance with BU protocols and expectations, you may do so by submitting a hazard observation in Environmental Health & Safety’s [ObserveNow tool](#) (Kerberos log-in required).

**CLINICAL WORK**

The University has approved the resumption of additional in-person healthcare services, following guidance issued by the [Massachusetts Department of Health for reopening clinical care](#).

In Phase 4, most of the BU healthcare clinics and clinical training centers have reopened for some in-person services, while remaining remote for all services that can be provided remotely in a satisfactory manner. In addition to the GSDM Dental Health Center and Patient Treatment Center, Physical Therapy at the Ryan Center, the Center for Neurorehabilitation, Speech clinic, the Center for Psychiatric Rehabilitation, the Center for Anxiety & Related Disorders, and the Danielsen Institute have reopened for some in-person treatment and/or testing. The reopenings have been reviewed and approved by the BU Medical Advisory Group and the Research and Clinical Workgroup to ensure all public health guidance is followed for patient screening, use of PPE, maintaining physical distancing, and other COVID-19 health and safety measures. The Sargent Choice Nutrition Center and the Faculty & Staff Assistance Office have found their services can continue on a remote basis for the time being.
Boston University offers full-time, non-temporary, non-faculty 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.

Another benefit is available to BU faculty and staff—for planned as well as last-minute circumstances. Back-up care for children, adults, and elders is designed to provide alternative care until regular care arrangements can resume. Boston University faculty and staff have a back-up care benefit that allows you to continue to provide care for your family members even when your regular care plan is disrupted for any number of reasons. Learn more at Back-Up Care for Children and Adults.

Employee Wellness has created a COVID-19 page, which will evolve with new resources, information, and virtual programming. As we 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.

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

HEALTHWAY WEB PORTAL
bu.edu/healthway for daily screening, scheduling testing, tutorials, dashboard

HEALTHWAY LINE
617-353-0550 (for students, faculty, and staff who are symptomatic, tested positive, or calling to speak with a contact tracer)
- Results Notification, press 1 (8 am–8 pm, 7 days/week)
- Triage Specialists, press 2 (7 am–6 pm, 7 days/week)
- Contact Tracers, press 3 (8 am–8 pm, 7 days/week)

BACK2BU WEBSITE
bu.edu/back2bu
For the latest announcements and information on BU’s response to COVID-19

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
Recovery Plan Resources for Faculty & Staff: bu.edu/hr/hr-covid-19-resources/recovery-plan-resources-for-faculty-staff
OCCUPATIONAL HEALTH CENTER
bu.edu/buohc • 617-353-6630

OFFICE OF THE OMBUDS
bu.edu/ombuds • email: ombuds@bu.edu • 617-358-5960

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/

CENTERS FOR DISEASE CONTROL AND 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