Dear faculty and staff,

As the holiday season approaches, we know that many of you may be planning to travel to see family and friends. While we certainly understand the desire to gather with loved ones, travel during the COVID-19 pandemic comes with additional risks.

This memo describes specific actions you must take to protect the health and safety of yourself and our communities.

1. Travel Requirements
Both the State and the University have put in place requirements for individuals travelling from high-risk states or from other countries. All travelers must comply with these guidelines upon their return to Massachusetts. At this time, all but seven states are considered high risk, but it is extremely likely that this number will change in the coming weeks; you can view the most up-to-date list of high-risk states on the state's COVID-19 Travel Order web page.

Anyone entering Massachusetts from a high-risk state or from outside the country must either quarantine for 14 days upon their return or have a negative COVID-19 test result from a COVID-19 test taken within 72 hours of their arrival back in Massachusetts.

If you have a negative result from a COVID-19 test taken within 72 hours prior to your return to Massachusetts, you can report to work immediately upon your return. We strongly recommend, however, that you also schedule a BU-administered COVID-19 test for your first day back on campus.

If you did not take a COVID-19 test before your return to Massachusetts, you can use a BU-administered COVID-19 test to satisfy the State requirement. However, you cannot report to work until you receive the results from that test. If you are unable to complete your job responsibilities from home, you must take vacation time for the time that you are out of the office.

If you anticipate that you may need additional out-of-office time following your holiday travel plans to comply with this testing requirement, please notify your manager as soon as possible.

We strongly recommend that you schedule your return COVID-19 test before you leave for any holiday travel; additionally, the University strongly recommends that you take two COVID-19 tests weekly during the first two weeks after the Thanksgiving break. As of November 10, it is possible to schedule appointments up to one month in advance.

2. Compliance Continuation
In addition to the travel-specific requirements outlined above, faculty and staff must also continue to
comply with the University’s public health requirements, including daily symptom attestation (excluding weekends and holidays unless you will be on campus) and COVID-19 testing. As described below, some modifications to these expectations will be in place to accommodate the Thanksgiving and Intersession breaks:

- **Thanksgiving**
  - **Daily Health Screening:** You are not required to complete the daily screening during the holiday (Thursday, November 26, and Friday, November 27) or during the weekend unless you will be on campus.
  - **COVID-19 Testing:** If you usually get tested on Wednesday, Thursday, or Friday, you will remain in compliance if you get tested over the weekend or on Monday, November 30, or Tuesday, December 1.

- **Intersession (Thursday, December 24 – Sunday, January 3)**
  - **Daily Health Screening:** You are not required to complete the daily screening during the Intersession break.
  - **COVID-19 Testing:** Testing requirements will be waived from Thursday, December 24, through Sunday, January 3, unless you will be on campus for any reason.

To view testing site hours over the holidays, please [click here](#). For more information on the above modifications, please [refer to the e-mail message from the Office of the Provost](#) dated November 10, 2020. Failure to comply with these requirements may result in corrective action. For more information on the University’s public health requirements, please [click here](#).

If you have any additional questions about these travel requirements and how they may affect you, [please submit them via this form](#). We will post all questions/answers to [the FAQ page on our website](#).

Sincerely,

Tim McDonough
Executive Director, Finance & Operations