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TO: Boston University Faculty and Staff
FROM: Jean Morrison, University Provost and Chief Academic Officer
Gary Nicksa, Senior Vice President for Operations
DATE: October 2, 2020
SUBJECT: Your Role in Maintaining a Healthy and Safe BU

Thank you for your commitment to maintaining a healthy and safe campus environment during the pandemic. With your diligence, and that of our students, we have had an encouraging start to the semester with low COVID-19 positivity rates and the overwhelming majority of our community abiding by social distancing, face covering, daily health screening, testing, and other public health protocols.

We are writing to share revised testing requirements for those in Category 3 and to convey a few important reminders.

Revised Category 3 Testing Requirements

If you are in Category 3, you are required to be tested:

- The first time you return to campus; and,
- Once a week every time you are on campus for all or part of a 7-day period.
- If you are in Category 3 you are not required to be tested during weekly periods when you are not on campus at all.

Category 1 and 2 Testing Requirement Reminders

People who are in Category 1 or 2 are required to be tested once every seven days.

Be sure to schedule your testing appointment through the employee portal via [Healthway](#) and arrive at the testing site on time to avoid being turned away. Please also make sure you bring your BU ID or have your ID number readily available.

Verify Your Testing Category

Please take a moment to review your current category assignment, which can be found on [myBUworks](#). If you believe your category should change, please discuss the matter with your department chair or manager.

Make Sure to Complete the Daily Health Screening 7 Days a Week

If you are assigned to Category 1, 2, or 3, please complete your Daily Health Screening through Healthway every day of the week, including weekends and holidays, whether you plan to be on campus or not. Having everyone complete the screening seven days a week – even if you do not plan to be on campus on a given day – enables all our faculty and staff to safely come to campus as their work schedules require.

If you are assigned to Category 4, you are not required to either complete the daily health screening or take a COVID-19 test through the BU program.

Here is a simple chart outlining expectations of each of us, shown by testing category.



Faculty and Staff Health and Safety Commitments and Expectations

What You Must Do				
Required Task	Testing Category 1	Testing Category 2	Testing Category 3	Testing Category 4
COVID-19 Health Commitments and Expectations 	 One Time	 One Time	 One Time	 One Time
Daily Health Screening <small>(7 days a week, including non-work days)</small> 	 Daily	 Daily	 Daily	 Not Required
COVID-19 Community Testing 	 Once Per Week Within 7 Days of Last Test	 Once Per Week Within 7 Days of Last Test	 1 st Day on Campus; Every Week on Campus Thereafter	 Not Required

Know your Testing Category: If you believe your testing category should be changed, speak with your manager.

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If you have questions, please reach out to COVID-19 Employee Support at covidhelp@bu.edu.