

Boston University Office of the Provost



Professor Jean Morrison, University Provost and Chief Academic Officer

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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 27, 2020

SUBJECT: Important Updates on Compliance with COVID-19 Health and Safety Protocols

We reach out today to thank you for your ongoing adherence to Boston University's health and safety protocols, and to provide the following important updates.

Enforcement of Testing and Health Screening Compliance

We are moving from simply tracking compliance with testing frequency and daily health screening requirements to more rigorous enforcement. **Beginning this week, 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.**

As we begin taking corrective action, please note that our primary goal is reaching full compliance with our public health protocols; taking corrective action is itself not the goal. However, corrective action is necessary in some cases to ensure we can maintain a healthy and safe campus. Unit leaders are responsible for taking the appropriate corrective action with noncompliant faculty and staff with support from Human Resources.

Change to Daily Health Screening Requirement

Of note, the **daily health screening requirement has been changed**. Revised guidance is as follows: "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. Any faculty or staff member exhibiting symptoms of COVID-19, such as fever, cough, or difficulty breathing should indicate symptoms using the daily health screening." An updated compliance checklist is shown here:



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>* and on weekends and holidays if you are going to be on campus for any reason</small>	 Monday thru Friday * if scheduled to work	 Monday thru Friday * if scheduled to work	 Monday thru Friday * if scheduled to work	 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 and every week on campus thereafter	 Not Required

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

Category 3 Testing Requirement

As a reminder, if you are assigned to **testing category 3**, in addition to completing the daily health screening, you are required to be tested the first time you return to campus, and once a week every subsequent time you are on campus for all or part of a 7-day period. 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.

Testing Site Appointments and Behavior

Availability of testing site appointments for faculty and staff is being increased across campus to address a shortage of availability at some of the testing sites.

It is critical that we **treat the testing site employees with respect**. We know it is a stressful time for everyone; however, several unfortunate interactions have taken place that have prompted the need for this important reminder.

Category 4 Employees

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.

Thank you again for your commitment to providing a safe and healthy campus environment for everyone.