



Research Personnel Checklist

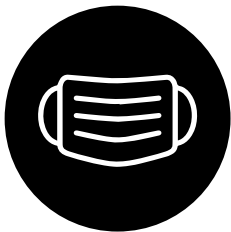


DAILY HEALTH SCREENING:

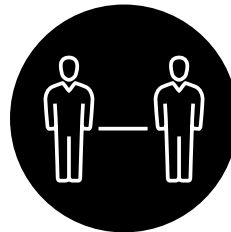
Each morning, complete your self-screening symptom report on BU Healthway (bu.edu/healthway). Daily includes weekends, vacation days, and holidays.



TESTING: Remember to schedule and report for your regular required testing. Required testing frequency is determined by your assigned testing category. Information about testing categories is available at go.bu.edu/back2bu/categories. Ask your supervisor if you are unsure about your testing category.



MASKS: Face coverings are mandatory inside all BU buildings at all times, except when eating. Surgical/medical masks are the required face covering in BU labs unless higher-level PPE is required for your lab duties.



PHYSICAL DISTANCING:

Continue to conduct meetings virtually and perform non-labwork remotely. Maintain six feet of distance from colleagues at all times.



CLEANING & DISINFECTION:

Use good hand hygiene and routinely clean and disinfect high-touch surfaces in the lab. Post and use a daily log to track and coordinate with other lab members.



LUNCH & KITCHEN:

Congregating for meals has been linked to outbreaks and should be avoided. Eat outside when possible; if you must eat inside, practice physical distancing. If necessary, work with colleagues to create a kitchen-use schedule.



WHAT SHOULD I DO IF I TEST POSITIVE OR AM EXHIBITING SYMPTOMS?

- **Stay home.** If you are already at your workplace, go home immediately.
- If you reported your symptoms through the Healthway daily symptom survey or tested positive through the BU Clinical Testing Lab, a Healthway medical professional will contact you shortly. Otherwise, **call the Healthway Line at 617-353-0550.**
- Contact your **primary care provider.**
- **Contact your supervisor** to let them know you will be staying home.

→ FOR MORE INFORMATION, PLEASE SEE THE BACK2BU CHART FOR FACULTY AND STAFF WHO TEST POSITIVE AT [GO.BU.EDU/BACK2BU/POSFACSTAFF](https://go.bu.edu/back2bu/posfacstaff)



WHAT SHOULD A PI DO IF SOMEONE IN THE LAB HAS COVID-19 SYMPTOMS?

Advise the researcher to **go home immediately**, contact their **primary care provider**, and call the **Healthway Line at 617-353-0550**. Ensure all other lab members are aware of their screening, testing, and reporting obligations and await further guidance from Healthway. Healthway will notify and advise all potentially exposed persons and conduct contact tracing.

Healthway will notify Environmental Health & Safety (EHS) and Facilities of positive cases so they can determine whether additional cleaning and disinfecting measures are needed. EHS will then contact the PI to review the lab's cleaning practices leading up to the positive case and determine if any additional actions are required, such as temporarily closing the laboratory.

The **Research Occupational Health Program** remains your best contact for all lab-related exposures and incidents unrelated to COVID-19. They can be reached at **617-358-7647** or rohpbu@bu.edu.



IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONTACT:

- **Healthway Line** (for students, faculty, and staff who are symptomatic, tested positive, or need to speak to a healthcare professional or contact tracer about COVID-19): **617-353-0550**, 7 days a week, 8 am to 8 pm
- **BU COVID-19 Support Line** (for all employees who have work-related, nonmedical questions related to COVID-19): covidhelp@bu.edu or **617-358-4990**, Monday–Friday, 9 am to 5 pm
- General questions (for students): healthwayhelp@bu.edu