Students, faculty, advisors and staff of the Off Campus and Hybrid programs are required to abide by COVID-19 vaccination and all public health protocols issued by the MA Department of Public Health, the Center for Disease Control (CDC), and by both Boston University and the specific Off-Campus/Hybrid site with which they are associated.

The following information describes the protocol and processes for the Off-Campus and Hybrid Programs. We are responsible for adhering to BU’s AND our host sites policies and protocols. When these differ, we ask that you follow the host site’s protocols as specified in the campus-specific sections below. Please contact the director of the Off-Campus/Hybrid Program where you are teaching with any questions or when uncertain of how to best handle your situation. You do not need to disclose personal medical information to clarify the protocols.

- **VACCINATION:**
  All students, faculty, staff, and advisors are required to be vaccinated and boosted against COVID-19 (or have an approved medical or religious exemption). Medical information including vaccination status, is protected information. Only those who are compliant with the University’s vaccine requirements (or have received a medical or religious exemption or an extension) may attend in-person classes and activities. Please upload proof of COVID-19 vaccine and booster at COVID-19 Vaccine Documentation Upload Instructions | Human Resources (bu.edu), if you have not already done so.

- **COVID TESTING:**
  Free testing is available and should be utilized if someone has symptoms or a known exposure to someone who tests positive. For info go to: https://www.mass.gov/covid-19-testing
  - Free home kits and free center-based testing are available for asymptomatic monitoring.
  - Free rapid covid tests are available from the federal government through covidtests.gov
  - Local resources (healthcare provider, Board of Health, and free testing options) can provide guidance around the need to be tested or quarantined/isolated.

- **SELF MONITORING:**
  Please click on this link for the University’s guidelines for SELF MONITORING.

- **MASKING GUIDANCE:**
  Please find below masking protocols for each campus. There are a variety of mask options available with N95s, KN95s, and KF94s offering the greatest level of protection. A comfortable and well-fitting mask that you are able to wear correctly and consistently is most important.

- **QUARANTINING AND ISOLATION GUIDANCE:**
  The Massachusetts Covid Protocols and the Boston University’s Quarantine & Isolation Protocols will guide you through the steps to take if you have symptoms, are a close contact or test positive.

**IF YOU ARE A CLOSE CONTACT**
• Close contacts who have received their booster shot and are asymptomatic are not required to quarantine.
• Close contacts who are eligible for, but have not received, the booster shot are required to quarantine for 5 days and schedule a test 5 days after their exposure. See below for instructions on what to do if you need to miss class because of exposure.
• Regardless of vaccination or booster status, if you develop symptoms after being a close contact, you should schedule a test as soon as possible and minimize interactions with others. See additional protocols below for those who are symptomatic.
• If you test positive you must isolate, notify your healthcare provider, and return to class only after being cleared by your healthcare provider.

IF YOU HAVE SYMPTOMS
• Get tested as soon as possible. Do not attend class until you have your test results.
• If you test negative, consult your healthcare provider about whether to quarantine and re-test. If you are instructed to do so, do not come to class. Continue to consult with your healthcare provider until cleared to return to class. See below for instructions on missing class due to COVID symptoms or exposure.
• If you test positive, see instructions below.

IF YOU TEST POSITIVE
• Stay home for 5 days and isolate from others in your home. Wear a well-fitted mask if you must be around others in your home.
• If you did NOT have symptoms: End isolation at least 5 full days after your positive test. If you had symptoms: End isolation after 5 full days as long as you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.
• If you were severely ill with COVID-19: You should isolate for at least 10 days and consult your healthcare provider about when you can resume normal activities.
• IN ALL CASES OF A POSITIVE TEST:
  o Take precautions until day 10.
  o Wear a mask: Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
  o Avoid travel
  o Avoid being around people who are at high risk.

CONTACT TRACING:
If infected with COVID-19, inform those with whom you were in contact that they were potentially exposed.

INSTRUCTORS UNABLE TO TEACH CLASS DUE TO COVID-19:
Please inform your Program Director, Department Chair, and students prior to class if unable to attend due to a need to quarantine or isolate. The Program Director and Department Chair will work with you to determine the best way to manage the missed class time and content. ACADEMIC INFORMATION:

BUSSW Department Chairs:
If you have additional questions about these protocols and/or teaching resources, contact your department chairs:
ADDITIONAL PROTOCOLS SPECIFIC TO OFF-CAMPUS AND HYBRID PROGRAMS

BUSSW BEDFORD CAMPUS AT MIDDLESEX COMMUNITY COLLEGE (MCC) PROTOCOL

Campus Director: Yunieska Krug (yunieska@bu.edu)

- COVID-19 and general Middlesex Community College guidelines can be found at: https://www.middlesex.mass.edu/returntocampus2021/downloads/rtcjuly.pdf
- Students, staff, advisors, and faculty who test positive must notify:
  - Yunieska Krug (yunieska@bu.edu)
  - Middlesex Community College Emergency Management Team by emailing emergencymanagement@middlesex.mass.edu. In the communication, please identify yourself as a member of BUSSW who attends classes at MCC on Friday nights and Saturday mornings. Include the specific day(s) you were on campus and the location(s)/classroom(s) you were in, if applicable. The Emergency Management Team will reach out to you for any additional information needs and/or to support you in next steps.
- Masks are optional but strongly recommended indoors.
- Please utilize the hand sanitizer stations in the hallway before and after classroom use and to wipe down your desks before and after class using the BU-provided wipes or MCC provided cleaning supplies in the classroom.
- Please only use the hallway and cafeteria in the Campus Center (Building #8) across the quad from Henderson Hall for small group meetings. Please do NOT use empty classroom space for small group meetings.
- Eating and drinking are NOT permitted in the classroom.
  - Instructors will allow breaks for eating and drinking.
  - Eating/drinking is allowed in the hallway, outside, or in the cafeteria located in the Campus Center (Building #8 - across the quad from Henderson Hall).

BUSSW CAPE COD CAMPUS at CAPE COD COMMUNITY COLLEGE (CCCC) PROTOCOL

Campus Director: Deb Berglin (dberglin@bu.edu)

- Masks are optional but strongly recommended indoors.
- Outdoor space, hallways and open public lounge areas on the classroom floor may be used by students prior to and after class.
- Classroom space may not be changed without prior permission from the Director or from Campus Security which can be reached at 774-330-4349
- Classrooms are cleaned after each use.
- Hand sanitizer, and wipes are available in each classroom for student and faculty use.
- Extra masks, hand sanitizer, and antibacterial wipes will be available for student use in the campus office one floor above the classrooms in room 219A and can be accessed with the faculty keycard.
- Students, staff, advisors, and faculty who test positive must notify: Deb Berglin (dberglin@bu.edu) who will notify CCCC of any exposures or positive tests of BUSSW students, staff, or faculty who are on the CCCC campus for the purposes of contact tracing.
Bristol Community College requires all community members who are attending indoor events must be fully vaccinated for COVID-19, as defined by the Policy, or have a valid accommodation for COVID-19.

- Masks are optional but strongly recommended indoors.
- Students, staff, advisors, and faculty should frequently wash or sanitize hands.
- Eating and drinking are not allowed in the classroom.
  - Students are to arrange to eat prior to attending class or at breaks.
  - Regular outdoor drinking/eating breaks will be offered.
- There will be access to designated common areas for breakout groups and breaks.
- Classrooms will be cleaned according to appropriate campus protocol and disposable masks and cleaning wipes will be provided in each classroom.
- Classes will be held in a building where BUSSW will be the only occupants in this area during regularly scheduled class times.

BUSSW WORCESTER CAMPUS AT THE COLLEGE OF THE HOLY CROSS PROTOCOL

- Students must contact their instructor AND the program director if they are missing class due to a COVID-related concern.
- Students, staff, advisors, and faculty may not attend class (regardless of vaccination status) if they have received a positive COVID-19 test in the last 5 days or are exhibiting symptoms consistent with COVID-19.
- Students, staff, advisors, and faculty who are not fully vaccinated (regardless of having received an exemption or extension) may not attend class if they have been identified as a “close contact” of someone positive with COVID-19 within the past 5 days until they have concluded their quarantine.
- Masks are optional, but strongly recommended at Holy Cross. Masks must be surgical or better quality; cloth masks may not be used.
- Eating and drinking are not allowed in classrooms:
  - Students may eat in the hallways or at the tables in the café located on the second floor of Stein Hall.
- Students may use 118A, as a second space if needed for your class, as this is our “office” space on class nights. Please do not use other rooms in Stein that are not public spaces for small group discussions. Please be mindful of Holy Cross students who may also be in public spaces when eating/drinking or when meeting in small groups.
- Students, staff, advisors, and faculty must adhere to any relevant federal and state travel orders.

STRATEGIES FOR SUPPORTING STUDENTS ABSENT DUE TO COVID-RELATED REASONS

Off-Campus & Hybrid (OCHP) students who need to quarantine/isolate due to COVID-19 can miss significant content quickly due to the structure of our courses. Please alert the Program Director if you are contacted independently by a student about missing class due to a COVID-related concern. We are committed to keeping our community safe while minimizing the impact of such absences on the student’s ability to achieve competency with the course content. We are encouraging faculty to consider some of these alternative strategies for helping students maintain academic continuity:
Create a partnership with other students at the beginning of the course:

- During the first class, create pairs or triads of students who can provide notes for each other in the event one of them has to miss class.
- During the first class, create a list of note-takers for the class who would be willing to share their notes with a student who is absent.
- At the start of the specific class that has an absent student, identify a student willing to share their notes with the absent cohort member.

Identify some supplemental readings or activities you could suggest to a student that might fill in any gaps from a missed class.

- Share any presentation materials or teaching notes from the class with the absent student.
- Utilize content from the equivalent online course when it is available to supplement a student’s learning and integration of content; online course content will be included on your Blackboard site if it is a course that has been taught online.
- Meet with the student, perhaps during office hours, to review the material covered in the classes they miss or answer questions they may have about materials/notes shared with them from missed classes.

Allow a student to do a substitute assignment, make up the work later in the semester, or re-weight other assignments toward the final grade, if they have missed an in-class assignment/activity/project.

- For classes with a participation component, students might demonstrate that they have engaged with the assigned material in other ways (e.g. a single page reflection on the readings).
- Provide some flexibility with when assignments are due if a student needs an extension as a result of a COVID related illness.

Recommended process for COVID-related accommodation:

- Include the Program Director in any request for a COVID-related accommodation.
- After a plan is created, email a summary of it and the associated expectations to the student and cc the Program Director. If the student is feeling well enough, you can ask the student to email an outline of the plan to you, copying the Program Director.
- Notify the Program Director if the plan is not followed.
- Keep a record of the accommodation and do your best to be equitable across requests.

Check out the resources at and/or consider scheduling a consultation with the Center for Teaching & Learning to assist with course adaptations or ideas specific to your course needs.

- If, due to ongoing illness, the student indicates they will miss more class than the standard isolation/quarantine periods, have them contact Disability & Access Services to discuss possible accommodations.

BOSTON UNIVERSITY HEALTH AND WELLNESS RESOURCES

Boston University Covid Information – Boston University’s response to COVID-19

BU Student Health Services

- **COVID-19** - Use Patient Connect to upload vaccine documentation
- Behavioral Medicine - 617-353-3569 (24/7 on-call)
- Health Promotion & Prevention
- Sexual Assault Response & Prevention Center