



Dean's Office  
2 Silber Way  
Boston, Massachusetts 02215

October 26, 2020

Dear BU Wheelock Staff and Faculty Colleagues,

Over the past several months, Boston University has developed several health and safety protocols designed to reduce the transmission of COVID-19, protect our community as we move forward to meet our education and research mission, and reduce the long-term financial impact on Boston University.

In the past few weeks there has been an uptick in cases of transmission in Massachusetts and at Boston University. While university health officials are concerned about this uptick in cases, they also believe that the protocols in place for testing and daily attestation are designed to mitigate further increases if we achieve a very high level of compliance (close to 100%).

I'm pleased to write to you today and let you know that over the past two weeks we have made significant progress toward this 100% mark but have not yet achieved it. The two areas where we continue to struggle to comply are the following:

(a) **Daily Symptom Attestation.** If you are in category 1, 2, or 3, you are expected to complete the attestation at the *Healthways* site daily. If you are in category 4, you are not expected to come to campus and, therefore, are not expected to attest to your symptoms daily.

and

(b) **COVID-19 Testing.** If you are in category 1 or 2, you are expected to be tested at least one time in every 7 days. If you are in category 3, you are expected to be tested any time you come to campus. If you are in category 4, you are not expected to come to campus and, therefore, are not expected to be tested. Indeed, you should not sign up for testing.

Instances of non-compliance are relatively infrequent at BU Wheelock. However, as we have seen repeatedly in the US and globally, COVID-19 is highly contagious and lapses in complying with protocol can quickly result in increased cases with potentially fatal consequences. Therefore, we must strive for 100% compliance.

### **Measures to Improve compliance**

University leaders and health officials are taking steps that we hope will maximize compliance with these important public health protocols.

**First**, the university has decided that it will no longer require any faculty or staff members to provide daily system attestation on the weekends unless they are planning to come to campus. Therefore, effective immediately, if you are in category 1, 2, or 3, you are expected to complete the attestation Monday through Friday.

**Second**, the university has refined our understanding of how to manage the testing protocol categories when you have a prolonged absence from campus. For example, if you are in category 1 or 2 and are not required to be on campus for a prolonged period and that would put you out of compliance with the testing regime, your supervisor can temporarily change your category to 3 in order to avoid non-compliance. When your routine realigns to category 1 or 2, your supervisor can change your category back. This should help us avoid the non-compliance instances that occurred during the recent three-day weekend.

**Third, starting today**, the university will begin implementing a system of consequences designed to ensure compliance. We all hope that these consequences will not be needed and that 100% compliance will be realized. In the event that you are not compliant with the public health protocols, your supervisor will be alerted and the consequences will be employed. The table below illustrates how this will be implemented and what the consequences will be per type of employee.

Employee Type	Consequences		
	1 <sup>st</sup> Instance of Non-compliance	2 <sup>nd</sup> Instance of Non-compliance	3 <sup>rd</sup> Instance of Non-compliance
Represented and Exempt Staff	Warning Letter	Final Warning Letter	Suspension or Termination
Represented Faculty	Warning Letter	Final Warning Letter	Suspension or Termination
Non-represented full-time, tenure track, and tenured faculty (faculty covered by the Faculty Handbook)	Warning Letter	(1) Final Warning Letter; (2) Suspension of All Discretionary Funding; (3) Reprimand Letter from Dean in Employment File	(1) Reprimand Letter from the Provost/President in Employment File; (2) Removal From any Position Associated with Overbase Pay; (3) Additional Consequences including initiating the Faculty Handbook process for suspension or termination at the Discretion of the Dean

A couple of notes associated with this system of consequences. Faculty and staff whose employment is covered by a collective bargaining agreement may be entitled to union representation during an investigatory interview that may potentially result in corrective action. Consequences associated with faculty covered by the Faculty Handbook will be employed consistently with its provisions and in consultation with Human Resources and the Provost's Office.

Let me repeat how grateful I am for all of your efforts to follow the safety guidelines. Your efforts have allowed us to implement the Learn *from* Anywhere (LfA) model and to continue our research and education mission. With the new guidance and system of consequences in place, I am confident that as a community we will reach the 100% compliance that is necessary for us to remain safe and to continue our important work.

If you have any questions, please reach out to me so that we can talk.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Chard". The signature is fluid and cursive, with a large initial "D" and "C".

David J. Chard, Ph.D.  
Dean ad interim