

## COVID 19 SAFETY AND HEALTH COMPLIANCE PROTOCOL

### SUMMARY for FACULTY AND STAFF

Boston University's highest priority is providing a safe and healthy campus environment. Protocols and practices have been put in place toward that end, ranging from frequent COVID-19 testing to limiting the density of people in our buildings. These are constantly updated and described in detail at [www.bu.edu/back2bu](http://www.bu.edu/back2bu).

Faculty and staff members who are on campus this fall have a critical role to play in minimizing transmission of COVID-19 within our University community.

Compliance with Commonwealth of Massachusetts public health requirements (wearing a face covering in public/office spaces; maintaining appropriate physical distancing) and BU's public health requirements (COVID-19 testing and daily health screening) are mandatory for all members of the BU community.

It is vital that all faculty and staff in the BU community meet the commitments outlined in the BU COVID-19 Health Commitments and Expectations document for Faculty and Staff. Appealing to a common sense of community wellbeing is our first line of defense. Unfortunately, this alone will likely not be sufficient to maintain a safe and healthy campus. Although we do not expect widespread failure to comply with expected health protocols associated with lab testing, performing the daily health screening, and wearing a face covering, we believe it is prudent to establish the following protocol to address those situations involving noncompliance.

The COVID-19 safety and health compliance protocol has been developed to ensure the safety and health of everyone in the BU community and are based on the following **General Principles**:

- O Common standards and expectations are important for the safety and health of every member of our BU community.
- O Strict compliance with individual lab testing requirements, performing daily health screening, and wearing a face covering is essential.
- O Each employee's manager and senior manager/department chair and dean/vice president will be accountable to ensure compliance.

#### **Lab Testing Compliance**

Lab testing with the frequency associated with your assigned testing category is essential to maintain the safety and health of the BU community. Employee compliance information with testing requirements is provided to managers/deans/vice presidents on a daily basis. Managers will need to take into consideration variable work schedules, vacations, etc. in order to determine whether an employee is compliant or non-compliant.

Given its importance, failure to comply with the required testing frequency will result in corrective actions as follows:

*First Missed Test* – staff and faculty may not remain at work, and will receive a written warning.

*Second Missed Test* – staff and faculty may not remain at work, will have a conversation with their dean/senior level manager and receive a final written warning.

*Third Missed Test* – staff and faculty will be subject to additional consequences up to and including the possibility of suspension or termination in accordance with the relevant provisions of either the non-represented staff handbook, their respective collective bargaining agreements, or the Faculty Handbook.

### **Daily Health Screening Compliance**

Daily health screening is also essential to help maintain the safety and health of the BU community. Employee compliance information with daily health screening requirements is provided to managers/deans/vice presidents on a daily and weekly basis. Managers will need to take into consideration variable work schedules, vacation, etc. in order to determine compliance or non-compliance.

Given its importance, failure to comply with the daily health screening process will result in corrective actions as follows:

*First Phase* – if staff or faculty fail to perform required daily health screening a total of 5 times, they may not remain at work, and will receive a written warning.

*Second Phase* – if staff or faculty fail to perform daily health screening one additional time (a total of 6 incidents) they may not remain at work, will have a conversation with their dean/senior level manager, and receive a final written warning.

*Third Phase* – if staff or faculty fail to perform daily health screening one additional time (a total of 7 incidents), they will be subject to additional consequences up to and including the possibility of suspension or termination in accordance with the relevant provisions of the non-represented staff handbook, their respective collective bargaining agreements, or the Faculty Handbook.

### **Quarantine Compliance**

In those instances where staff or faculty fail to comply with quarantine requirements, the corrective actions outlined above for Lab Testing will apply. Staff have ten COVID Paid Absence Days available for use in the event they are placed in quarantine. Faculty and staff who are required to quarantine should immediately notify their respective Department Chair, Dean and/or manager.

### **Face Coverings Compliance**

The most visible way to demonstrate commitment to a safe and healthy BU is to wear a face covering while on campus. Chronic refusal to wear a face covering will be addressed by management. If a staff or faculty member refuses to wear a face covering and does not have an [approved accommodation](#) then the employee will not be permitted into the workplace. The manager/dean/ vice president will take appropriate action to be determined in consultation with HR and the Office of the Provost. Refusing to follow the University's safety and health protocols will not create an exemption that would allow a staff or faculty member to work remotely.

Managers will have a limited supply of face coverings available for employees that forget to bring one to the workplace.