

## Fall 2021 FAQ For Questrom Faculty

The following FAQs synthesizes information found on: <https://www.bu.edu/back2bu/work-life-faculty-staff/>

### ***What are the testing protocols in the Fall?***

The testing frequency has changed. All faculty on campus at least one day per week are in Testing Category 1 and are required to do a self-test at least once a week (for recommendations when to do more frequent testing see below). Those attending campus less than once a week are in Category 3. Faculty in Category 3 must do a test on the first day they arrive on campus and thereafter at least once within any seven day period they spend on campus. Test kits can be picked up and dropped off at staffed collection kiosks located at:

1019 Commonwealth Avenue  
179 Amory Street  
One Silber Way  
775 Commonwealth Avenue (GSU)

Self-test kits can be picked up at these locations without an appointment. Completed tests can be returned to one of these collection kiosks after booking an appointment using the Healthway portal (same appointment booking system as in the Fall and Spring last year). Faculty arriving on campus after a long period of absence are required to pick up the test kit and drop off the completed test on the first day.

### ***What are the protocols regarding health screening?***

All faculty members in testing categories 1, 2, and 3 must complete a health screening on days they are coming to campus using the Healthway portal as in the Fall and Spring last year. Screening is not mandatory when working remotely or when not working, unless you will be on campus for any reason on those days.

### ***What are the protocols regarding masking?***

Face coverings are required in all indoor spaces at BU, including classrooms, shared offices, public common areas, the BU shuttle and healthcare facilities. See below for limited exceptions. A face mask is ideally constructed of 2-3 layers of material and fits snugly over the nose, mouth and chin. All details regarding face coverings and exceptions can be found here: <https://www.bu.edu/back2bu/campus-life-undergraduates/student-health-safety/face-coverings/>

### ***What are the classroom protocols?***

Again, masks are required in classrooms. As per the [most recent guidance](#) from the University, an testing and vaccination-compliant **individual** faculty member, lecturer, TA, or student speaking at the front of a classroom may choose to remove their mask while they are speaking. In these cases, it is recommended

that the speaker move to a twice-weekly testing cadence and remain 12 feet away from others while unmasked.

If a student comes to class with an ill-fitting mask, or a mask breaks during class, IT has disposable masks available in the open access lab (HAR 328).

Daily symptom monitoring and testing compliance is necessary to be cleared for campus and receive a green badge (also known as a green screen). Daily symptom monitoring is not required on days faculty and staff are not coming to campus. At the beginning of every class, everyone should show their green badge (students, faculty and TA's). You can either check green badges as students enter the room, or have everyone hold up their green screen once seated, before class starts. Anyone without a green badge should leave class until they are in compliance. Cases of non-compliance can be reported using the processes and protocols described at: <https://www.bu.edu/dos/policies/lifebook/covid-19-policies-for-students/covid-19-reporting/>

Disinfecting wipe dispensers are located in each classroom and students are encouraged to wipe down their desk areas before and after class. These are ethanol based wipes and are safe to use on the classroom podium keyboard and mouse.

Eating is not permitted in classrooms. Drinking is permitted, but should be done with a straw so face coverings do not need to be removed.

#### ***Where is eating allowed in the Hariri Building?***

Eating is permitted in Starbucks/Breadwinner, the atrium ground floor, and the student lounges (2<sup>nd</sup> floor lounge for undergraduates students, 3<sup>rd</sup> floor lounge and HAR 427 for graduate students). Social distancing is recommended when eating indoors. Eating and drinking may be allowed at Questrom events in accordance with University guidelines.

#### ***If I am sick or need to isolate/quarantine for other reasons, can I teach my class remotely? If not, what do I do?***

**NO**, unless the course has been approved for remote delivery (only in the MSBA, MSMFT, and MSMS programs)! The University has been clear about this policy. Apart from these BU-approved exceptions, **there will be no remote instruction.**

We are recommending that all faculty find a backup instructor for their course. Course heads, program directors, and department chairs should facilitate this process.

As during the last academic year, departments under the leadership of the department chair and course coordinators have been asked to develop backup plans on how to cover such incidents. Early communication with the department chair and/or the course coordinator is essential to minimize the disruption such incidents may cause. All faculty members are expected to step up and support each other to provide a smooth course delivery.

***Are there any circumstances where I could take a class session 100% remote for pedagogical reasons—for example, if a guest speaker is Zooming into the class or I have an exercise that works well online? Can I apply for an exception to the in-person policy for a single class session?***

There are no exceptions to this policy. Our commitment is to deliver an in person learning experience.

***If I learn that a student in my class tests positive for Covid-19, what do I do? Can I tell the class?***

Other than providing appropriate support for the student, there is nothing else you should do. Due to privacy regulations, you are NOT allowed to inform the class if someone tests positive. The class should continue to meet in-person. BU Healthways will proceed with contact tracing protocols as necessary.

***What accommodations are being made for students who need to miss class due to illness or quarantine protocols? Can they participate via LfA?***

***LfA is gone!*** All courses in Questrom will be recorded via EchoCapture. Students can view the EchoCapture recording. We recommend that students have a “buddy” in the class with whom they can share notes and review material if they must miss class. We also ask that faculty be flexible in accommodating students who must miss class for these reasons—for example, by providing make-up assignments for missed classes.

***Can I hold virtual office hours?***

We ask that all faculty hold regular office hours. For a 3-credit course, you should be available in person for two hours per week. For the undergraduate program, we request that faculty hold office hours in person. For graduate programs, the guidance depends on the student population. For example, we know that PEMBA students strongly prefer virtual office hours. If you are teaching a graduate course, please use your best judgment and make sure that you are available to students. Remote office hours outside the regular office hours are permitted in all programs.

***If I meet with a student in my office, do we need to wear a mask? Everyone is vaccinated.***

***Yes, everyone should wear a mask.*** Some people are concerned about transmission for a variety of reasons (young children at home, immune-compromised, etc.). Due to power dynamics, we feel it is important that everyone is masked when they are in a closed space with another person. BU protocol requires masks in all shared offices.

***Are visitors on Campus allowed in the Fall?***

The more restrictive visiting policy has been lifted on August 16, 2021. Short-term visitors are allowed on campus but must adhere to BU’s mask-wearing requirements. Long-term visitors (visiting students, postdocs, research scholars and visiting faculty) are required to comply with the same vaccination, testing, and self-reporting requirements as regular full-time faculty.

***Is University Sponsored Travel allowed?***

Faculty compliant with the vaccination requirement can resume university sponsored travel. However, faculty members planning to travel to high-risk destination as defined by the CDC

(<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>) are required to submit a traveling request to the Dean's office in advance in order to be reimbursed.

### ***Parking at the CRC Campus***

The parking system on the CRC campus has been updated. All faculty members need to register their vehicles on the new transportation management portal (<http://bu.edu/parking/tmp>). All parking permits are now virtual and gates use a license plate recognition system. More information can be found at <https://www.bu.edu/parking/lpr/#how-to>. The daily \$8 Covid-parking rate introduced in the Spring of 2021 continues to be offered in the Fall of 2021.