RETURNING TO CAMPUS CHECKLIST:

1. Complete Self-Checklist [HERE]

2. Wear face mask/cloth covering

3. Practice social distancing – 6 feet apart at all times

4. Please pay attention to signage throughout the campus that provides directional instructions. Getting around campus/buildings may be slightly changed to adhere to social distancing guidelines. Behave responsibly and encourage others to behave responsibly.
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August 2020

Dear Campus Community,

The coronavirus pandemic has brought unprecedented challenges to colleges and universities across the country. And UMass Boston has not been exempt. We moved quickly to remote teaching and learning last spring and made the difficult, but wise and necessary, decision to continue remote teaching and learning and campus operations this fall semester. I am proud to say that UMass Boston—our dedicated faculty, staff, and students—rose to the occasion to meet the continuing challenges this pandemic has brought our way.

But we still have far to go in our journey through this pandemic. As we look ahead to the fall semester, I want to reiterate that our true beacon and guiding principle is the health and safety of our students, faculty, staff, and our entire campus community, while at the same time working tirelessly to provide a robust academic experience and the best student support programming given the current circumstances.

UMass Boston will continue to operate remotely during the fall semester; however, certain lab courses in the sciences, exercise and health sciences, and nursing courses that require the use of the simulation center will remain on campus. The rest of the curriculum will be delivered via remote instruction. I can assure you that our faculty and staff are dedicated to ensuring that this will be a vibrant semester of learning, enhanced by electronic community-building.

This document serves to outline our plans for fall 2020, which involves, as stated above, bringing a very limited number of students, faculty, and staff to campus. We will adhere to best practices recommended by the Commonwealth’s health authorities. We will continue to closely monitor health indicators throughout the fall semester and will require testing of students newly arrived in the residence halls and periodically thereafter. University Health Services provides medical care and offers COVID-19 testing for members of the community who require it.

The national picture of the pandemic continues to be worrisome and requires us to constantly monitor its evolution, learn how to best adapt, and remain vigilant. We are cautiously optimistic that we will see the campus return to a “new normal” in the not too distant future. For the moment, however, I challenge all of us to adapt to the conditions we face with enthusiasm, creativity, and hope as we require the entire campus community to adhere strictly to the guidelines in this document. We must be resolute in facing the pandemic together. Our collective safety depends on fidelity to these procedures, and we are confident that members of the campus community understand why these guidelines are so important.

I want to encourage everyone to remember that we are strong because #WeAreBeacons.

Sincerely,

Marcelo Suárez-Orozco
Chancellor
GUIDING PRINCIPLES

As we develop our plans for faculty, staff, and students, we are keeping foremost in our thoughts UMass Boston's commitment to diversity, equity, and inclusion. We serve a vibrant, multicultural city and region and are proud to welcome students, faculty, and staff from all parts of the globe. Our plans are created with all of them—and these core values—in mind.

Guidance provided in this publication is based on direction from the Massachusetts Governor’s Reopening Advisory Board and information provided by the Centers for Disease Control (CDC). Given the special nature of our university and the surrounding communities it serves, especially its location in the city of Boston, the university will continue to work closely with the Boston Public Health Commission and the Massachusetts Department of Public Health. As new information becomes available, these guidelines may be updated.

GETTING TO CAMPUS

Students, faculty, and staff rely on various modes of transportation to commute to our urban campus. For those who are returning to campus, remember to follow City of Boston and Commonwealth of Massachusetts recommendations, including wearing face coverings and maintaining physical distance when traveling through public spaces. If you use public transit, review changes to service and passenger protocols on the MBTA website. Please note, the campus shuttle is presently out of service and may continue to be so for a number of months. If your commute will be affected, speak with your supervisor. For more information, visit umb.edu/transportation.

STAFFING AND OPERATIONS

The campus is closed and only a limited number of staff who are on-site essential, faculty teaching a limited number of on-campus courses, and those who have been explicitly approved for ad hoc access by Human Resources are permitted on campus.

Staff will return to work sites over time through a coordinated process to protect our employees, and we will provide for a safe work environment that ensures appropriate social distancing and availability of supplies. Critical and time-sensitive research is being reintroduced in the science labs according to schedules provided to the relevant faculty and staff, with the understanding that they must complete daily health check-ins, observe appropriate social-distancing behavior, and wear the required protective gear. Employees who can continue to effectively work remotely have been asked to do so in accordance with relevant national and state guidelines.

When activities begin returning to campus, employees returning to on-site work will be provided staggered schedules and shifts (certain days of the week, specific hours of the day), limiting the number of individuals working in an office space at one time.
These guidelines will continue to inform campus work assignments:

- Those in higher-risk groups for COVID-19 will be accommodated to the maximum extent possible.
- Creating rotating schedules of hours or days (e.g., working two days on campus and three remotely) will allow for greater social distancing.
- Supervisors are encouraged to work with faculty and staff about other staffing options that balance the goals and expectations of the department with the individual faculty or staff member’s personal needs and circumstances.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.

**Campus Construction**

The Science Center Demolition and Quadrangle Development (SDQD) Project is progressing on campus. Significant work is occurring across campus and routes to buildings are limited. Currently there is no access to the plaza. Access to Healey, McCormack and Wheatley is via the catwalk until November when a plaza level walkway will be installed. Access to University Hall is via the Beacons Walkway. Please pay attention to signage on campus and be mindful of barriers that are in place.
Access to Work Areas

Limiting the density of our on-campus population reduces the chances of incidental contact that spreads illness. To further reduce the chances of exposure, we have developed protocols to limit public access to campus buildings.

- Departments should engage with visitors remotely whenever possible.
- Employees returning to campus should ensure that they wear their visual access lanyard and carry UMass Boston identification cards at all times to help us prevent unauthorized access to the spaces we are all working so hard to keep healthy and safe.
- The university will determine the best way to access to buildings, considering the volume and frequency of occupants and hours of operation.

Hallways/Stairs/Catwalk

- When walking in hallways, stairs, or the catwalk, stay on the right side according to the direction you are going in order to maximize distance when passing others.
- Signage will be posted and directional arrows installed. People are asked not to linger, but rather to keep moving.
- In some stairwells or hallways, one-way signage may be installed.

Elevators

- Elevator occupancy is strictly limited to two people at a time.
- All elevator passengers must wear a face mask or face covering whether they are traveling alone or with another.
- Avoid touching elevator buttons with exposed hands/fingers, if possible.
- Wash your hands or use alcohol-based hand sanitizers with at least 60% alcohol.
**SOCIAL DISTANCING**

- When on campus, whether walking or standing inside or outside, all individuals must maintain a physical separation of 6 feet or more from one another. Those concerned about appropriate distancing should contact the Office of Environmental Health and Safety (OEHS).
- We will close or reconfigure common spaces and high-density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow at least 6 feet of physical distancing, and redesign workstations to ensure physical distancing (e.g., separate tables, distance markers to assure spacing).

**HYGIENE PROTOCOLS**

**Wash Your Hands Often**

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Gloves are available from OEHS upon request. However, washing your hands is the best defense against spreading germs.

**Cover Coughs and Sneezes**

- If you are in a private setting and are not wearing your cloth face covering, always remember to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Face Coverings**

All faculty, staff, students, and visitors on campus are required to wear a face covering at all times unless they have been approved for an exception. Faculty and staff seeking an exception should contact Lori Sullivan in Human Resources at lori.sullivan@umb.edu. Students needing an exception should contact University Health Services at uhs@umb.edu. Anyone arriving on campus who has forgotten to bring a face covering should contact OEHS to receive one.
Education on Proper Use and Maintenance

- Face coverings/masks need to be regularly laundered.
- People tend to fidget with their masks, resulting in unconscious contamination of hands, eyes/exposed nose, or objects, and subsequent exposure to themselves or others.

How to Safely Wear and Take Off Face Coverings

- Wash your hands before putting on your face covering.
- Avoid touching the face covering while using it. If you do, wash your hands with soap and water or a hand sanitizer with at least 60% alcohol.
- When removing the face covering, handle only by the ear loops or ties.
- After removing the face covering, immediately wash your hands with soap and water for 20 seconds or use a hand sanitizer with at least 60% alcohol.

Supply

- Community members should supply their own face coverings under the MA order.

Personal Protective Equipment (PPE)

Personal protective equipment is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. PPE will be used and made available to staff with a valid work-related need. N-95 masks will be used by staff who have a valid work-related need for an N-95 level of protection.

Supply

- The university will supply PPE for departments providing high-risk-of-contamination work and for any other departments carrying out research requiring PPE.
- Locations on campus for staff who meet the requirement of PPE use will be identified for distribution.
Guidance for Employees with Elevated Risk, or Who Are Living in Elevated-Risk Households

According to the CDC, “COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.”

The CDC categorizes high-risk individuals as follows:

- People 65 or older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including these conditions:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immunocompromised individuals
  - Severe obesity (BMI of 40 or higher)
  - Diabetes
  - Chronic kidney disease, undergoing dialysis
  - Liver disease

If you have been informed that you are required on-site but have concerns about coming to campus as a consequence of any of these conditions or other underlying conditions, please contact your manager to discuss the possibility of a temporary work-from-home arrangement. If working from home is not possible, please remain at home and use accrued leave to cover the time. If you do not have sufficient paid time off to cover the time, please contact Heather Batherwich in Human Resources at heather.batherwich@umb.edu to determine if any options are available.

For more information, please see the UMass Boston Employee FAQ:
https://www.umb.edu/coronavirus/faculty_staff#faq

The university will continue to support all employees and encourages employees to utilize the Employee Assistance Program (EAP), which provides a wide variety of resources, including confidential counseling, financial information and resources, legal support and resources, and work-life solutions. More information on the services offered through the EAP can be found at https://hr.umb.edu/benefits/employee-assistance.

Any employee who is feeling unwell should remain at home. Under the Families First Corona Response Act (FFCRA) certain employees are entitled to paid sick leave and expanded childcare leave for reasons directly related to the COVID-19 pandemic. Additional information, including an application for the leave, and Frequently Asked Questions (FAQs) are available in the FFCRA section of the Human Resources website at https://hr.umb.edu/families-first-coronavirus-response-act.
Daily monitoring of one’s health and well-being prior to coming to work can aid in early detection of COVID-19 and is an effective measure to prevent community spread. In our ongoing effort to protect on-site employees, we require that employees who are returning to work do a daily self-check before coming to campus. Every time they come to campus, employees must report to their PI/supervisor/dean that they have completed the checklist. PIs/supervisors/deans must track compliance in a log and submit it to their dean’s office weekly.

The checklist and the Supervisor Tracking Log can be found here: 
https://www.umb.edu/coronavirus.

Prior to starting a shift, each employee who is coming to campus must self-certify to their supervisor that they

- Have no signs of a fever or a measured temperature of 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours;
- Have not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic;
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.
CLEANING AND DISINFECTION

Our agreement with our third-party cleaning contractor calls for more frequent cleaning than usual in open spaces on campus, including high-touch areas, especially during the first shift when the campus is most occupied.

- **Individual area cleaning** is the responsibility of the faculty, staff, or student. Keyboards, desks, and personal spaces shall be cleaned by the owner/occupant. Disinfecting wipes will be made available through the Office of Environmental Health and Safety.

- **Department-owned movable equipment** will be cleaned frequently, after each use, by the department responsible for the equipment.

Disinfection will be done using U.S. Environmental Protection Agency (EPA)-approved disinfectant in accordance with product manufacturer guidelines. Refer to the EPA List of Disinfectants for Use Against SARS-CoV2: [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).

TRAVEL RESTRICTIONS

**University-sponsored international, out-of-state, and non-essential in-state university-related travel for UMass Boston is not permitted at this time.**

Updated information can be found on the UMass Boston Travel Registry website: [www.umb.edu/controller/travel_registry](http://www.umb.edu/controller/travel_registry).

- Only essential/approved in-state travel will be permitted.

- We strongly encourage you to avoid personal travel and review applicable travel warnings.

- Community members who choose to engage in personal travel should review the “Traveler’s Health Notices” that can be found at [https://wwwnc.cdc.gov/travel](https://wwwnc.cdc.gov/travel).

- Travel to certain locations may result in the need for the employee to self-quarantine upon return in accordance with state and CDC recommendations.
**Personal Travel**

Personal travel to international or domestic locations that are not classified as low risk pose increased risks to the community, and quarantines may interfere with an individual’s commitments at the university. UMass Boston faculty, staff, and students are therefore strongly urged to postpone personal travel to such locations.

All travel by air is strongly discouraged and public transportation should be avoided where possible. Travel by auto to any location should be restricted, where possible, to one person or to members of the same household.

Travelers returning from any international or domestic locations, except domestic low risk locations, must self-quarantine for 14 days after arriving in Massachusetts. Please also see additional state requirements, including the Massachusetts Travel Form. **Note that the university requires a 14-day quarantine even in the event of a negative test in order to mitigate the risk to the campus population.**

Employees who must self-quarantine because of personal travel are required to use accrued personal or vacation time if they cannot perform their university duties during the quarantine. Employees who must quarantine and can perform their duties remotely are not required to use accrued personal or vacation time.

All travelers are strongly encouraged to keep careful records of their itineraries, including any close contacts (within six feet for 10 to 15 minutes) arising during the travel, to facilitate contact tracing should the need arise.

**Visitors**

To ensure the safety of our community and reduce health risks, the campus is closed until further notice to outside visitors who have not been preapproved:

- Access to instructional, residence, and office spaces at UMass Boston will be limited to students, staff, and faculty.

- If there is an absolute need for such a visitor, they must be approved by the appropriate dean or vice chancellor and will be subject to UMass Boston campus screening guidelines, possible quarantine, and require an on-campus host at all times.

- Any local visitor who is not from the UMass Boston community (including family and friends) should be met outside of our buildings and not brought into campus buildings unless there is a clear need and prior approval (i.e., a staff member’s child, etc.), in which case they should follow all regulations regarding screening and face masks that pertain to staff and students.
**Vendors**

- Individuals making brief deliveries (FedEx, W.B. Mason, etc.) may enter campus without screening, as long as they have followed their own company’s protocols for screening and personal protection.

- Mailroom and UMass Boston Store deliveries will adhere to protocols already in place.

- Outside contractors must coordinate with their UMass Boston contact. Details, including planned building entrances, work areas, work times, and COVID-19 plans, must be provided to UMass Boston by the contractor in advance. Information shall be shared with Facilities.

**Events**

All meeting and event reservations have been canceled until further notice. The university encourages everyone to hold meetings and events virtually. For information about virtual meeting services available, visit the working-from-home guidelines page.

The Campus Center and Event Services staff are working remotely and will continue to accept changes for confirmed events and new reservation requests for spring 2021.

- University Departments and Student Groups: 25Live Reservation System
- Questions? Email event.services@umb.edu
- Phone 617.287.4800. Messages will be retrieved daily.

**Athletics**

Unfortunately, we will not be able to host athletic activities until public health conditions improve and a decision is made to resume these activities.

If you have tested positive or you have had known contact with someone who has tested positive, you must remain home, and immediately email Covid19HR@umb.edu and notify your supervisor.
To ensure the UMass Boston community at large is aware of our guidelines and phased plans for returning to on-campus operations, we will execute a centralized communications plan via digital communications and on-campus signage. The Division of Marketing and Engagement will create ALL COMMUNICATION MATERIALS related to our return-to-work plan. Customizable toolkits and templates will be made available to other campus departments as needed.

**Communication Plan**

- A centralized “COVID19 – Campus Updates” website outlines phased plans, timing, and FAQs for faculty, staff, and students.
- Email messages will inform the campus community of updates and planning phases.
- Social media channels will be employed to drive awareness of our guidelines and safety protocols.

**FOR MORE INFORMATION**

UMass Boston Covid-19 Website (Campus FAQ):
https://www.umb.edu/coronavirus

Centers for Disease Control and Prevention COVID-19:
www.cdc.gov/coronavirus/2019-ncov

City of Boston:

Commonwealth of Massachusetts:

Massachusetts Department of Public Health:
www.mass.gov/2019coronavirus

MBTA — Massachusetts Bay Transportation Authority:
www.mbta.com

University Health Services: 617.287.5660
Facilities: 617.287.5450
Human Resources/Employee Wellness: 617.287.5150
Office of Environmental Health and Safety: 617.287.5445
Office of Emergency Management: 617.287.5104
Transportation Services: 617.287.5041

The provisions of this guide are subject to revision at the university's discretion as public health conditions, operational needs, and ongoing discussions with campus unions and other constituents evolve. The university is committed to satisfying any bargaining obligations it may have regarding the content of this guide.