

## Memorandum of Understanding

The coalition members (CSU, FSU, DCU, GEO and PSU)<sup>1</sup>, and the University (collectively “the parties” and the “committee” as referenced herein below) have mutually committed to continue to support each other, maintain a collaborative relationship, and meet the needs of the campus community in the least disruptive manner possible as we continue the work of responding to the COVID-19 situation. The campus currently remains in a state of significantly reduced density with social distancing and remote work and learning measures.

The following provisions apply through and until May 31<sup>st</sup>, 2021, and may be extended by mutual agreement of the parties in writing.

Consistent with the Policy on Requirements Related to Access to UMB Buildings and Campus Grounds Resulting from the COVID-19 Pandemic all members of the UMB community are required to wear face coverings at all times while in UMB buildings and on campus grounds. Face coverings must cover both mouth and nose. This applies to all employee, faculty, students, contractors, vendors and visitors on campus property. Individuals may only remove face coverings in the following circumstances:

- When they are working alone in single occupancy spaces (meaning used by the same one individual on a regular basis).
- When they are eating, provided they are at least six feet apart from other people and in designated spaces (no eating in classrooms)

Coalition Union members with medical conditions that affect their ability to wear a face covering should contact Human Resources with such documentation and may be required to wear other medically appropriate protective equipment.

Acceptable face coverings include homemade or commercially made cloth face coverings that are washable, disposable masks, or medical grade masks. Face coverings should be cleaned or replaced after use and should not be shared.

Coalition Union members approved to be on-site for work who refuse to wear face coverings will be subject to discipline consistent with any applicable collective bargaining agreement and may be directed to leave campus.

Members should plan to bring their own face covering each day and the University will provide face coverings while supplies last upon request. The University will supply two reusable face coverings, provided supplies allow, to coalition members on the required on-site list.

Coalition Union members approved to enter a UMB building for work-related reasons will be required to complete a COVID-19 health Screening Questionnaire on each day of intended entry.

Students, vendors, contractors, and other visitors are subject to the requirements and restrictions contained in the 2020 Fall Campus Guide (Appendix A) and The UMB COVID Policy (Appendix B) provided to the Coalition. The Parties recognize that as guidance on COVID precautions changes so might the information in these documents. The Administration will provide notice of any updates to

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<sup>1</sup> The Parties agreed to work in coalition on a non-precedent setting basis.

these appendices and/or of any documents issued in their place. Any instance on noncompliance with safety protocols that is not immediately resolved should be reported to a supervisor.

While in UMB buildings, all Coalition Union members are expected to maintain a distance of at least six feet from others to the greatest extent possible (except as may be required for safety reasons or for the core activity, e.g., moving equipment), including when entering UMB buildings, while transiting through them, and in work spaces. All non-essential gatherings of any type should be avoided.

Signage will be placed in public areas to indicate one-way travel paths and other applicable restrictions or procedures.

The University will to the best of its ability ensure that hand sanitizer meeting the EPA and CDC COVID-19 guidelines is available in proximity to areas of the campus where activities are ongoing.

The University will continue to purchase sanitizing wipes and/or sprays that meet EPA and CDC COVID-19 guidelines appropriate for disinfecting surfaces and equipment.

All Coalition Union members approved to be on the on-site work list shall complete the university's safety training before returning to on-site work.

On site activities or functions will be vetted as set forth in the Approval Process for On Campus Activities, reviewed with all unions on July 9, 2020. Spaces for coalition members currently working on-site have been and/or will be altered as needed to promote adherence to CDC guidelines. The parties agree to ongoing discussion regarding physical distancing (including capacity limits and barriers) as the situation evolves and decisions are made regarding increasing the on-site campus population.

Where operationally practicable work rotations will be established to minimize interactions in work areas, and to minimize the amount of time any individual employee spends in occupied work areas.

The University shall supply the Coalition with a list of the on-site employee every month with location if available.

Class and lab schedules will allow for cleaning between sessions, and shall minimize the number of people in any one room throughout the day.

All highly touched surfaces in shared and public spaces shall be cleaned by qualified contractors at the beginning and end of each work day and regularly throughout the day. (Does not include individual work space, keyboards etc.)

All cleaning protocols shall continue to meet CDC and OSHA standards.

HVAC systems will be clean and unobstructed.

High efficiency filters (at least MERV 13) have been installed and will be maintained in all HVAC systems.

Buildings will be purged at end of day and beginning of day then the HVAC systems will run normally in occupied areas. Buildings' HVAC will be in set back or unoccupied mode when unoccupied.

As a result of these discussions, the University had a review/inspection conducted of the HVAC systems. A copy of the final report will be shared with the members of this committee.

HVAC systems shall be set to allow the maximum possible outdoor air intake in accordance with OSHA recommendations (published 11/04/2020) linked here: <https://www.osha.gov/Publications/OSHA4103.pdf> and as may be updated over time.

Employees should notify facilities immediately of any issues or concerns related to the HVAC and/or air flow functioning.

Any free-standing fans should not be positioned to blow air from one person directly past another.

Bathrooms will be kept under negative air pressure. Bathrooms shall be regularly cleaned and maintained (i.e., replacing soap, towels etc.). Employees should notify facilities immediately of any issues related to this or to plumbing problems etc.

Video training or other educational materials for proper recommended office ergonomics will be made available for employees concerned about their work area off campus. Coalition members with particular, significant health related concern about their off-site workspace may contact EHS and/or HR to discuss the situation and possible options such as additional training materials, ergonomic guidance, and/or equipment options that may be available.

All coalition members working remotely on any video display terminal (computer monitor, laptop, table, phone, etc.) are encouraged to take a 15-minute break from VDT operations after each 2 hours of continuous VDT exposure provided that other work may be carried out during these breaks.

Consistent with the temporary policy on the Property Department webpage, employees can retrieve from campus certain equipment, supplies, and materials that will support their remote work (this could include retrieving a chair or monitor or other item from their office to assist in creating an ergonomically improved home work environment). Coalition members may borrow a computer (Dell and Apple laptops, Dell desktops, and monitors) to support their remote work by contacting their supervisor, who will provide names of employees who need this equipment. Equipment will be loaned based on availability after proper paperwork including permissions necessary to come to campus has been completed.

Coalition members should work with their supervisors and supervisors will make reasonable efforts to allow flexibility for employees who must care for dependents at home due to school/day care/elder care closures to adjust their working hours where operationally practicable to accommodate their caregiving needs. Such employees, in consultation with their managers, may request vacation or personal time to reduce their working hours to meet their caregiving responsibilities. Employees may also consult with Lori Sullivan in Human Resources at [Lori.Sullivan@umb.edu](mailto:Lori.Sullivan@umb.edu) regarding the benefits available under the Families First Coronavirus Response Act (FFCRA).

The University agrees to extend the FFCRA as permitted by law to March 31, 2021.

Those who are required on-site but who are at elevated risk as defined in the Fall 2020 Campus Guide or who are living in an elevated risk household-should consult with their medical provider for guidance and contact their manager to discuss the possibility of a temporary work from home arrangement. If work from home is not practicable, the employee may remain at home and use accrued leave to cover the time. Those who do not have sufficient paid time off to cover the time should contact Heather Batherwich in Human Resources at [heather.batherwich@umb.edu](mailto:heather.batherwich@umb.edu) to determine if any options are available.

#### UHS information:

Bargaining unit members with symptoms should not come to work. If they develop symptoms while at work they should immediately notify Human Resources at [Covid19HR@umb.edu](mailto:Covid19HR@umb.edu), and call UHS at 7-5660 and consult the nurse on duty. No walk-in patients will be seen at UHS locations and no one should be directed there.

Should it be determined by UHS that an employee has been exposed to COVID-19 at work, appropriate notification protocols will be followed by the UHS clinician overseeing the contact trace following DPH/CDC guidelines and in consultation with the BPHC.

All COVID surveillance tests at the UHS clinic will be paid for by the University. Surveillance testing will be expanded to include employees required to be on campus at least one day per week. The University will continue, to the best of its ability, to make available free testing at the UHS clinic, if not covered by health insurance, for employees not part of a surveillance testing program.

Updated Information on COVID-19 Testing can be found on the University's Coronavirus information page (<https://www.umb.edu/coronavirus/testing>)

Bargaining unit members who have or think they have come in contact with someone who has tested positive or is being tested are expected to immediately self-isolate and contact your health care provider, and manager. In addition they need to Email: [Covid19HR@umb.edu](mailto:Covid19HR@umb.edu), which notifies University Health Services and Human Resources. Do not report to work until further notice.

#### Conclusion

The parties agree to work together in pursuit of the health, safety, and wellness of the entire University of Massachusetts Boston community. In alignment with these goals, both parties agree to meet in committee every month. At the request of either party, additional meetings may be scheduled. This meeting shall regularly be an hour in length, and shall serve for the parties to bring to each other updates of the instant situation on campus, as well as a forum for any concerns the parties have so that resolution can be sought.

All concerns about unsafe or unhealthy working conditions and the provisions of this memorandum of understanding will be addressed with this committee through a labor/management process or through the health and safety provisions of the applicable collective bargaining agreement. Unions are not waiving their right, if any, to grieve violations of the applicable collective bargaining agreement.

This Agreement is non precedent setting as to any other matter.

Appendices:

A. 2020 Fall Campus Guide

[https://www.umb.edu/coronavirus/staff/fall\\_2020\\_campus\\_guide\\_staff](https://www.umb.edu/coronavirus/staff/fall_2020_campus_guide_staff)

(Which might now be Spring guide?)

B. The UMB COVID Policy (AKA the Policy on Requirements Related to Access to UMB Buildings and Campus Grounds)

[https://www.umb.edu/editor\\_uploads/images/communications/FINAL-9.3.20-UMass-Boston-COVID-Policy\\_v9.pdf](https://www.umb.edu/editor_uploads/images/communications/FINAL-9.3.20-UMass-Boston-COVID-Policy_v9.pdf)

C. temporary policy on the Property Department webpage

[https://www.umb.edu/editor\\_uploads/images/af\\_budget/Off-campus\\_equipment-materials-supplies\\_temp\\_policy-Final-08-18-2020.pdf](https://www.umb.edu/editor_uploads/images/af_budget/Off-campus_equipment-materials-supplies_temp_policy-Final-08-18-2020.pdf)

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