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TO: Boston University Faculty and Staff

FROM: Jean Morrison, University Provost and Chief Academic Officer 

Gary Nicksa, Senior Vice President for Operations 

DATE: December 16, 2020

SUBJECT: Updated University-Sponsored Travel Policy, Travel Guidance, and Compliance Expectations

As we approach intersession and a well-deserved break, we are writing to briefly share the University's updated policy on sponsored travel, as well as some travel and testing guidance for the upcoming winter break.

Policy Regarding Winter Break and Spring 2021 University-Sponsored Travel

In spring 2020, BU [instituted restrictions](#) to University-sponsored travel of faculty, staff and students. As the pandemic continues to impact communities around the world, **Boston University will extend these restrictions until the end of the spring 2021 semester**, including winter break. The University will continually reassess the policy in light of COVID-19 vaccine developments, and will provide an update on the status of the policy by April 5, 2021. A full text of the winter break and spring 2021 policy can be found on the [Office of the Provost website](#).

Travel Guidance and Compliance Expectations

We encourage you to review this prior [communication](#) for reminders about travel and compliance expectations during the holiday season. Information on test collection hours during intersession can be found on the [Human Resources website](#).

Finally, as with previous breaks this year, we encourage everyone to remain vigilant to prevent the spread of the virus and to avoid travel and large gatherings. In conjunction with guidance from state, local, and other public health officials, BU's Medical Advisory Group offers the following simple guidelines:

- Continue to wear your facial covering as much as possible to decrease household transmission if you're mixing with new households over the holiday season.

- If you must travel, minimize your interactions for approximately 1 week prior to travel, take a test, and wait for the results before you leave to avoid spreading the virus to other households.

We want to thank everyone for your outstanding work over this past year and for your commitment to maintaining a safe campus environment. We wish you a restorative break and a healthy and happy New Year, and encourage you, if you have questions, to reach out to BU COVID Support at covidhelp@bu.edu or 617-358-4990.