HARVARD
CAMPUS SERVICES

Return-to-Campus
Guidebook

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It’s been more than a year since many members of our community began working remotely. It’s been a challenging time but hopefully you’re excited at the prospect of returning to see colleagues and enjoy the parts of campus we missed while away. Over the past year, the campus has undergone a number of changes, some quite visible and others not so much. For example, when you return, you’ll likely notice new signs indicating things like maximum room capacities, new guidelines for utilizing common areas, and new health and safety expectations. While this is probably different from when you left, just know that these efforts have all been designed with one goal in mind – to keep Harvard healthy. The top priority has, and always will be, ensuring a safe environment for the entire Harvard community.

The information in this document is intended to help re-orient you to the workplace, identify some of the new procedures you’ll likely encounter, and provide the proper resources so you can find the information you need to confidently re-enter the University. Remember that keeping Harvard healthy has been, and will continue to be, a University-wide effort. The hope is that everyone adheres to the new protocols and procedures that have been established and does so with a strong desire to protect fellow community members. So please help out by doing your part.

We also know that while some people are thrilled to get back to campus, others are nervous and worried – or both. We’ll work through the process of reacclimating to a new, adjusted environment together.
General Timeline

The University has established early August, 2021 as the soft target for bringing employees, who have been working remotely, back to campus. By setting a date, it allows schools and departments across the University to collectively reach for the same general goal. It helps get everyone on the same page. The key takeaway is that Campus Services needs to be ready to fully support a near-normal population of students, faculty, and staff for the fall semester. For the latest University news, including any updates on policies and procedures, visit the Updates & Community Messages section of Harvard’s Coronavirus website.

Department Return-to-Campus Planning

Harvard and Campus Services understand that there is no “one-size-fits-all” approach to returning to campus. Your department leadership has created its own return-to-campus plan, customized to meet the specific needs of its employees. Your manager will communicate with you about specific return-to-campus plans for you and your department. This will also provide an opportunity to raise any issues or concerns you might have about returning to campus. If they haven’t already, your department leadership will share those plans with you when appropriate. In the meantime, if you have any questions, please contact your manager or supervisor.
Before returning to campus, there are some new resources to become familiar with. These are proven to mitigate the risks for both you and your colleagues.

1) EH&S COVID-19 Safety Information

These resources have been designed to convey important information about COVID-19 so you can make informed decisions while on campus. Employees should be aware of the materials available on the COVID-19 Resources page of the Environmental Health & Safety website. Please note, there may be safety requirements such as training that employees need to fulfill before returning to campus. If so, that will be communicated to you.

2) Crimson Clear Attestation App

Harvard has developed Crimson Clear which allows employees to self-report if they’re sick. If you’re concerned you’ve been exposed to COVID or are experiencing symptoms, complete Crimson Clear. Harvard University Health Services will contact you to provide guidance and support.

There might be additional steps you need to take before returning to campus, based on your specific role. If there are, your local leadership will let you know.
Other Things to Consider...

COVID-19 Vaccination

The University has developed vaccination policies for staff, faculty, and students because as more and more people receive the vaccine, the stronger our community becomes. The latest requirements for those who will have an on-campus presence can be found on the University’s Vaccine webpage on the Coronavirus website. There you can also find information on where to receive the COVID-19 vaccine.

Vaccinated community members should submit a copy of their CDC immunization card to mrecords@huhs.harvard.edu. The University needs complete information on the number of vaccinated community members to help determine campus policies. Harvard University Health Services keeps individual information secure and confidential.

Think About Technology

Many employees brought their computers and other University-owned resources home when they were directed to work remotely. Employees should have a plan in place for transitioning their technology back to the workplace. If you’re an employee working in a hybrid model between the office and home, then coordinate with local leadership to determine your future technology needs.

Think About Transportation

Employees should have a solid transportation plan for getting to and from campus. Since the start of the pandemic, there have been many changes to the public transportation system (i.e. schedules, frequency, etc.). Also, if you cancelled your parking permit, you’ll need to apply for a new one. There are also a number of new transportation options including a flexible 3-Day parking permit and Daily Parking Permits to help accommodate different work schedules. Whichever mode of transportation you select, do some research and come up with a good strategy to avoid snags along the way. Learn more by visiting Harvard’s Parking & Transportation FAQ page, Harvard’s CommuterChoice website, and Harvard’s Parking website.
Is the Campus Safe?

The first thing people want to know is, is it safe to return to campus? It’s important to know that as the University brings more people back to campus, the health and safety of the Harvard community will remain the top priority. Over the past year we have learned a lot about how to keep Harvard healthy.

Throughout the pandemic Campus Services has had a very large employee presence on campus and at the same time the rate of COVID-19 transmission across the University has been kept relatively low. Harvard has a public online testing dashboard which shares updated information from the regular screenings put in place as part of the health and safety protocols.

In addition, Campus Services leadership is conducting an extensive review of offices, floor plans, and spacing needs to help ensure that as people return, the campus remains safe.
Navigating Buildings & Spaces

When you arrive on campus, you’ll likely notice many Keep Harvard Healthy signs, featuring health and safety information as well as instructions for properly navigating spaces. For example, elevators might only allow one person at a time, there may be arrows to direct pedestrian traffic, stairwells may only allow one-way traffic, or certain seating areas might be off limits. If there are new requirements, signage on or near the doors and entryways of these spaces should provide you with the information you need. Please be respectful of the guidelines as they have been implemented for everyone’s safety. Also, if someone makes a mistake and misses a sign, it’s also important to be patient as we learn to adapt to new habits.

Signage within your building as well as instructions from local leaders, human resources, and building managers will also help you answer questions such as:

- Where is it okay to eat or drink?
- When I’m sitting at my desk, do I need to wear a face covering?
- When I’m walking through the building, do I need to wear a face covering?
- Can I schedule in-person meetings in the conference rooms?
- Is it okay to gather in common areas?
- Do I need to clean and disinfect communal resources such as copiers?

If you have questions about these, or other, situations speak with your supervisor.
Working on Campus

Health & Safety Expectations

COVID-19 Testing

Employee testing requirements vary based on whether you work in residential housing, work elsewhere on campus, or have a regular presence on campus. Harvard’s testing plan is subject to modification if the public health situation indicates changes in community risk. Your manager will provide more specific testing guidance and requirements. To learn more, visit the Testing & Tracing page of the Coronavirus website.

Safe Distancing

Departments are reviewing employee workspaces and floor plans to ensure a safe and healthy environment for all. In general, try and keep a safe distance from others and try not to linger in high-traffic areas. Visit the Coronavirus website for the latest guidance.

Face Coverings

It’s important that everyone wears a face covering on campus when it’s required. Visit the Coronavirus website for the latest guidance. It’s also important that everyone wears it correctly. Please make sure:

- The covering always covers your nose and mouth.
- You resist the urge to pull your mask off during conversations to be heard.

For the latest guidelines, visit the Health & Wellbeing section of the Coronavirus website.
Working on Campus

Health & Safety Expectations

Practice Good Hygiene

Good hygiene is one of the easiest ways to protect ourselves and people around us. One important defense is to wash your hands often using soap and water. Wash for at least 20 seconds to ensure that your hands are thoroughly clean! If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. When possible, don’t touch your eyes, nose and mouth. If you feel the urge to cough or sneeze, do it into a tissue or your elbow to avoid spreading potentially infectious droplets.

Self-Monitor & Report Illness

All Harvard community members are expected to monitor their health, complete Crimson Clear if they’re concerned that they’ve been exposed to COVID or are experiencing symptoms, and stay home if feeling sick. Harvard staff must report the absence, following guidance from your local human resources department. If you suspect your illness or symptoms may be related to COVID-19, contact your healthcare provider and follow their guidance for isolation and quarantine. Even if you do not use Harvard healthcare, all Harvard community members should self-report any COVID diagnosis to Harvard University Health Services. All information is kept confidential and is used to help University efforts with contact tracing.

For the latest guidelines, visit the Health & Wellbeing section of the Coronavirus website.
If Someone Becomes Ill

To reduce the spread of COVID-19 and other infectious disease, Campus Services cleaning staff use disinfectant solutions after their regular cleaning, concentrating on common areas and rooms, restrooms, lobbies, doors, elevator buttons and panels, and other high-touch surfaces. These practices are consistent with what is recommended by Harvard public health professionals and the Centers for Disease Control (CDC). However, if someone becomes ill with COVID-19:

- Additional enhanced cleaning protocols are immediately implemented in key spots within the building. A comprehensive evaluation of potentially impacted spaces is also performed to ensure these areas were appropriately cleaned and disinfected.

- Harvard University Health Services works with the ill person to determine whether any other individuals came in close contact with them and have been deemed at risk. If others have come in close contact, those people are notified.

- Anonymity for ill persons remains paramount. Please respect their privacy even if you know, or believe you know, who they are, so they can focus completely on their health.

- Depending on the situation (i.e. density of the workspace), there may be additional communications sent to non-impacted employees so that everyone feels as if they have good information. Campus Services will do everything possible to balance the desire for transparency with the need to protect the privacy of those directly impacted.

For the latest guidelines, visit the Health & Wellbeing section of the Coronavirus website.
**Even When You’re Vaccinated…**

Vaccinated employees must still adhere to the basic health and safety protocols established by the University including wearing a face covering when required, practicing social distancing when required, etc. [Learn more on the Health & Wellbeing section of the Coronavirus website.](#)

Vaccinated employees should also submit a copy of their CDC immunization card to [mrecords@huhs.harvard.edu](mailto:mrecords@huhs.harvard.edu). The University needs complete information on the number of vaccinated community members to help determine campus policies.

**Please note: Employees should never ask a co-worker about their vaccine status or about any other personal / health related information.**

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**COVID-Related HR Workplace Policies**

Harvard has developed a number of new workplace policies addressing issues such as flexible work schedules, rotating staff, etc. They also have a [comprehensive list of FAQs.](#) If there have been any changes to workplace policies within your specific department or group, those changes will be communicated to you by your manager, supervisor, or human resources.

For information on Harvard’s COVID-related workplace policies [please visit Harvie.](#)
We understand that employees are going to have many questions and concerns about returning to campus. The University has numerous online resources to provide answers and make the re-entry process as smooth and stress-free as possible.

**Harvard’s Coronavirus Website** – This should be your first stop if you’re looking for information about Harvard & COVID-19. This serves as the University’s primary communication platform from which you can drill down and find information regarding nearly every topic.

**Frequently Asked Questions** – There is a comprehensive section of the Harvard Coronavirus website dedicated to answering some of the more frequently asked questions. They cover an extremely wide-range of topics so this might be the quickest way to find the information you’re looking for.

**Health & Wellbeing** – This page within Harvard’s Coronavirus website provides a wealth of information on keeping yourself safe and healthy, as well as managing fear and anxiety, coping with stress, and other mental health services.

**Harvie** – Harvard Human Resources has developed a webpage dedicated to Coronavirus Workplace Policies, as well as a list of FAQs. This is a great resource for anyone looking for HR related information.

**Additional Online Resources Include:**

- [Environmental Health & Safety COVID-19 Resources](#)
- [Mass.gov](#)
- [The Centers for Disease Control](#)