

## Harvard Divinity School Re-entry Procedures

Please note that the following procedures may be revised and the requirements may change at any time based on updated public health information and Harvard requirements for the health and safety of our community.

All HDS employees who are able to work remotely will continue to work remotely until fall 2021. HDS will allow approved staff to work on campus who will directly provide critical support to the academic program with work that cannot be completed remotely. We have identified critical needs in operations, the library, and IT and media services.

The following plan includes procedures on four categories of visits to campus.

1. [Employees who will be working more than 4 hours per week on campus.](#)
2. [Employees who will be working less than 4 hours per week on campus on a regular basis.](#)
3. [Employees who need to return to their office to obtain items or for a one-time work event less than 4 hours \(per day and week\).](#)
4. [Employees who will be on campus for less than 4 hours per week, but not entering a building.](#)

### I. **Employees who will be working more than 4 hours per week on campus.**

Department managers must submit the following information to the administrative dean for any employees who will be working on campus for more than 4 hours per week.

- Employee Name
- Department
- HUID
- Email address
- Phone Number
- Work Schedule
- Supervisor
- Description of duties that can only be performed on campus

All supervisors are expected to:

- Receive approval from the administrative dean prior to allowing their employees to return to campus
- Ensure compliance with the [office reentry plan](#)
- Ensure all faculty and staff who have been designated as approved to return to the campus have completed the required online COVID-19 Safety Awareness Training;
- Ensure all HDS employees who are expected to work on campus more than four hours per week sign-up for and receive baseline viral testing within 2-3 days prior to or after the date of return to campus, but no later than two weeks after arrival.
- Ensure that paper self-attestation forms are available for individuals who are unable to complete Crimson Clear electronically;

- Undertake regular checks of Crimson Clear or paper self-attestation forms to confirm appropriate clearance; and
- Ensure all persons present in your facilities are complying with safety measures outlined above. If not, supervisors, in consultation with Faculty Affairs and/or Human Resources, may pursue appropriate corrective actions including education, retraining, and reconsideration or modification of the staffing plan, or revocation of office access for repeated infractions or willful non-compliance.

Below are the steps that approved individuals returning to campus must take prior to entering Harvard facilities.

## Before you arrive:

### Step 1: Prepare for your trip

If you are coming from out of state, in the 2 weeks before your trip to Harvard, you must do everything possible to prevent COVID-19 from impeding your ability to travel.

- Check yourself for symptoms every day, and seek testing and medical advice if you develop fever or other [symptoms of COVID-19](#).
- If you are not already doing it, begin wearing a face covering (over your mouth and nose) whenever you are with people beyond your household or spending time in public spaces. Get used to wearing face coverings; they will be part of your daily life at Harvard.
- Get a supply of masks: Purchase washable cloth face coverings and/or disposable multi-layer masks. Wash your reusable cloth face coverings after each day of use.

### Step 2: Comply with the Massachusetts Travel Order requirements

All visitors and returning residents entering Massachusetts are required to:

- Complete the [Massachusetts Travel Form](#) prior to arrival, unless you are arriving from a lower-risk state as designated by the [Department of Public Health](#).
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If your COVID-19 test result has not been received prior to arrival, both visitors and residents must quarantine until you receive a negative test result.

Failure to comply may result in a \$500 fine per day. Review the [exceptions to the order](#).

### Step 3: Complete the required COVID-19 training

Complete the state-mandated [COVID-19 safety awareness training](#), available on the Harvard Training Portal. It takes about 30 minutes to complete. You must complete the training before you can complete step 4.

### Step 4: Complete an attestation through Crimson Clear

No more than 23 hours before coming to campus, you must complete an attestation through [Crimson Clear](#).

- If you successfully complete [Crimson Clear](#), you will receive a “clear” pass, valid for 23 hours.
- If you are not cleared, an HUHS clinician will call you to determine next steps before you can come to campus.

In the event of technical difficulties, if you do not have access to a device, or if you do not have a HarvardKey credential (i.e., an outside vendor who requires access to facilities for business purposes), you may complete a [printable attestation form](#).

### **Step 5: Get to campus safely**

Get here safely! Wear a cloth face covering or disposable mask at all times while in transit to Harvard. This includes time spent in transit/rail, airports, planes, and taxi/rideshare. Keep hand sanitizer with you and clean your hands after touching anything that is touched by other people (doorknobs, handrails, elevator buttons, etc.).

### **Upon arrival:**

#### **Step 1: Get tested immediately**

All affiliates who are authorized to work on campus, or who have a regular on-campus presence (4 hours or more per week), are required to get tested immediately upon arrival.

- Through August 15: [Schedule a test](#) at one of two observed sites.
- Beginning August 16: All testing will be done through unobserved self-collection (with exceptions for minors and those uncomfortable with unobserved collection).

Learn more about [testing](#).

### **While working on campus:**

#### **Step 1: Get regular viral tests**

All affiliates who are authorized to work on campus, or who have a regular on-campus presence (4 hours or more per week), are required to get regular viral tests. See the [Testing & Tracing page](#) for testing protocols and frequency.

#### **Step 2: Use Crimson Clear every day you are on campus**

Every day before entering any Harvard building, you must complete an attestation through [Crimson Clear](#).

- If you successfully complete [Crimson Clear](#), you will receive a “clear” pass, valid for 23 hours.
- If you are not cleared, an HUHS clinician will call you to determine next steps before you can enter a Harvard facility.

In the event of technical difficulties, if you do not have access to a device, or if you do not have a HarvardKey credential (i.e., an outside vendor who requires access to facilities for business purposes), you may complete a [printable attestation form](#).

### **Step 3: Keep yourself and Harvard healthy**

Everyone returning to campus has the responsibility and the power to keep themselves and the Harvard community healthy, especially those most vulnerable. Use the safety protocols described in the COVID-19 training, including:

- Wearing a cloth face covering
- Physical distancing and limiting gatherings based on [Massachusetts state guidance](#)
- Hand washing and using sanitizer
- Following posted guidance around campus

Learn more about [health and wellbeing](#).

## **II. Employees who will be working less than 4 hours per week on campus.**

For those employees who need to perform critical work on campus, but will be on site for **less than 4 hours per week, on a regular basis**, the following procedures apply.

Department managers must submit the following information to the administrative dean for any employees who will be working on campus on a regular basis for less than 4 hours per week.

- Employee Name
- Department
- HUID
- Email address
- Phone Number
- Work Schedule
- Supervisor
- Description of duties that can only be performed on campus

All supervisors are expected to:

- Receive approval from the administrative dean prior to allowing their employees to return to campus. The administrative dean and department manager will review the arrangement each month to review the necessity of working on campus or identify any changes to the schedule.
- Ensure compliance with the [office reentry plan](#)
- Ensure all faculty and staff who have been designated as approved to return to the campus have completed the required online COVID-19 Safety Awareness Training;
- Ensure that paper self-attestation forms are available for individuals who are unable to complete Crimson Clear electronically;
- Undertake regular checks of Crimson Clear or paper self-attestation forms to confirm appropriate clearance; and

- Ensure all persons present in your facilities are complying with safety measures outlined above. If not, supervisors, in consultation with Faculty Affairs and/or Human Resources, may pursue appropriate corrective actions including education, retraining, and reconsideration or modification of the staffing plan, or revocation of office access for repeated infractions or willful non-compliance.

Below are the steps that approved individuals returning to campus must take prior to entering Harvard facilities.

### Before you arrive:

#### **Step 1: Prepare for your trip**

If you are coming from out of state, in the 2 weeks before your trip to Harvard, you must do everything possible to prevent COVID-19 from impeding your ability to travel.

- Check yourself for symptoms every day, and seek testing and medical advice if you develop fever or other [symptoms of COVID-19](#).
- If you are not already doing it, begin wearing a face covering (over your mouth and nose) whenever you are with people beyond your household or spending time in public spaces. Get used to wearing face coverings; they will be part of your daily life at Harvard.
- Get a supply of masks: Purchase washable cloth face coverings and/or disposable multi-layer masks. Wash your reusable cloth face coverings after each day of use.

#### **Step 2: Comply with the Massachusetts Travel Order requirements**

All visitors and returning residents entering Massachusetts are required to:

- Complete the [Massachusetts Travel Form](#) prior to arrival, unless you are arriving from a lower-risk state as designated by the [Department of Public Health](#).
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If your COVID-19 test result has not been received prior to arrival, both visitors and residents must quarantine until you receive a negative test result.

Failure to comply may result in a \$500 fine per day. Review the [exceptions to the order](#).

#### **Step 3: Complete the required COVID-19 training**

Complete the state-mandated [COVID-19 safety awareness training](#), available on the Harvard Training Portal. It takes about 30 minutes to complete. You must complete the training before you can complete step 4.

#### **Step 4: Schedule an appointment to visit campus**

Contact Sue Reuther to schedule an appointment to visit campus. Card access to buildings has been restricted. You will not be able to enter any HDS building without assistance from a member of operations staff. If you will be on campus on a regular basis your card access may be reactivated.

### **Step 5: Complete an attestation through Crimson Clear**

No more than 23 hours before coming to campus, you must complete an attestation through [Crimson Clear](#).

- If you successfully complete [Crimson Clear](#), you will receive a “clear” pass, valid for 23 hours.
- If you are not cleared, an HUHS clinician will call you to determine next steps before you can come to campus.

In the event of technical difficulties, if you do not have access to a device, or if you do not have a HarvardKey credential (i.e., an outside vendor who requires access to facilities for business purposes), you may complete a [printable attestation form](#).

### **Step 6: Get to campus safely**

Get here safely! Wear a cloth face covering or disposable mask at all times while in transit to Harvard. This includes time spent in transit/rail, airports, planes, and taxi/rideshare. Keep hand sanitizer with you and clean your hands after touching anything that is touched by other people (doorknobs, handrails, elevator buttons, etc.).

### **While working on campus:**

#### **Step 1: Use Crimson Clear every day you are on campus**

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#### **Step 2: Keep yourself and Harvard healthy**

Everyone returning to campus has the responsibility and the power to keep themselves and the Harvard community healthy, especially those most vulnerable. Use the safety protocols described in the COVID-19 training, including:

- Wearing a cloth face covering
- Physical distancing and limiting gatherings based on [Massachusetts state guidance](#)
- Hand washing and using sanitizer

- Following posted guidance around campus

Learn more about [health and wellbeing](#).

### III. **Employees who need to return to their office to obtain items or for a one-time work event less than 4 hours (per day and week).**

#### **Before you arrive:**

##### **Step 1: Prepare for your trip**

If you are coming from out of state, in the 2 weeks before your trip to Harvard, you must do everything possible to prevent COVID-19 from impeding your ability to travel.

- Check yourself for symptoms every day, and seek testing and medical advice if you develop fever or other [symptoms of COVID-19](#).
- If you are not already doing it, begin wearing a face covering (over your mouth and nose) whenever you are with people beyond your household or spending time in public spaces. Get used to wearing face coverings; they will be part of your daily life at Harvard.
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## Step 6: Get to campus safely

Get here safely! Wear a cloth face covering or disposable mask at all times while in transit to Harvard. This includes time spent in transit/rail, airports, planes, and taxi/rideshare. Keep hand sanitizer with you and clean your hands after touching anything that is touched by other people (doorknobs, handrails, elevator buttons, etc.).

### While working on campus:

#### Step 1: Keep yourself and Harvard healthy

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- Hand washing and using sanitizer
- Following posted guidance around campus

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#### IV. **Employees who will be on campus for less than 4 hours per week, but not entering a building.**

### Before you arrive:

#### Step 1: Prepare for your trip

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- Check yourself for symptoms every day, and seek testing and medical advice if you develop fever or other [symptoms of COVID-19](#).

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## **Step 3: Complete the required COVID-19 training**

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## **Step 4: Inform Operations that you will be on campus**

Contact Sue Reuther to let her know the time and day that you will be on campus. Although you will not be entering a building, other people are on campus and safety procedures apply. This may include contact tracing, so it is necessary that HDS is aware of when you were on campus.

## **Step 5: Complete an attestation through Crimson Clear**

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