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 for the foreseeable future. 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. The current plan allows up to 9 employees (10% of our workforce) to work more than 4 hours per week on campus. We have identified critical needs in operations, the library, and IT and media services.

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.

Revised 7/15/20
Below are the steps that approved individuals returning to campus must take prior to entering Harvard facilities.

**Step 1: Complete the required workplace training**

Before returning to Harvard facilities, the Commonwealth of Massachusetts requires individuals to complete COVID-19 training, available at the [Harvard Training Portal](#). Completion of the training is required before proceeding to Step 2.

More information about the training can be found on the [EH&S website](#).

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

[Crimson Clear](#) is an easy-to-use website for the Harvard community to attest they are symptom-free and have not had recent exposure to someone with COVID-19 before entering a Harvard facility. Harvard personnel authorized to be on campus will be required to complete their attestation each day before arriving on campus and accessing facilities; each cleared attestation is valid for 23 hours. Only individuals who have been authorized to return to campus should complete a Crimson Clear attestation.

The [website](#) is compatible with all smartphone and computer operating systems. Faculty and staff who are cleared will be provided with a digital or hard copy clearance for access to their pre-determined facilities for 12 hours. To enable the safety of the entire workforce, individuals who are not cleared will not be allowed in Harvard facilities in order to enable the safety of the entire workforce and should stay home. Harvard University Health Services will receive an automatic notification if an individual is not cleared, and a clinical staff member will follow up by phone to assess and discuss next steps.

Individuals without HarvardKey credentials (e.g., outside vendors) who require access to facilities for business purposes may complete a [printable attestation form](#). Printable forms may also be used by persons without access to a device or in the event of technical difficulties.

To learn more about Crimson Clear, visit the [FAQ page](#). For technical support, the HUIT IT Help Desk is available at 617-495-7777 and at crimsonclear@harvard.edu.

**Step 3: Get a baseline viral test and comply with recommended testing schedule**

Harvard personnel who plan to be on campus for more than four hours per week are asked to take a baseline viral test for SARS-CoV-2 through a special Harvard University Health Services facility. The test should be taken as soon as possible, ideally within 2-3 days prior to or after the date of return to campus, but no later than two weeks after arrival. Any essential worker who has not received a baseline test is encouraged to schedule a one as soon as possible. Harvard University Health Services will administer the test at no cost to the individual.
Harvard personnel authorized to return to Harvard facilities may schedule an appointment via Harvard University Health Services' COVID-19 Testing Registration Form. To learn more about scheduling a test, testing protocols, and receiving results, visit HUHS' Testing Information webpage.

After completing a viral test, essential workers, faculty, academic personnel, staff and others with a regular campus presence are encouraged to continue to be tested on a weekly basis. Plans are underway for unobserved, self-collected testing. Check back here for more details in the coming weeks including revised testing frequencies for some groups.

**Step 4: Utilize safety measures**

Everyone returning to campus has the responsibility and the power to keep Harvard safe. Please use the safety protocols described in the COVID-19 training to keep yourself and those around you safe, especially those most vulnerable. Protocols include:

- Universal social distancing
- Practicing and promoting good, basic hygiene
- Hand washing and using sanitizer
- Wearing a cloth face covering
- Following posted guidance in office spaces

**Step 5: Return to campus and stay informed**

Harvard personnel who have been asked to return to in-person work will find a campus that is continuing to be modified as a result of COVID-19. Prior to returning to campus facilities for the first time workers should make themselves aware of new parking and transit protocols, and anyone who has been outside of Massachusetts should read Harvard University Health Services’ frequently asked questions on travelling from out of state.

Finally, personnel should continue to stay informed of new policy as the University works to ensure the health and safety of the community during this rapidly evolving situation. University leaders will continue to keep all faculty, other academic personnel, and staff informed via messages to the community, and personnel should be in touch with local leadership for more specific guidance.

Harvard University Health Services will provide regular updates as well as frequently asked questions on their return to campus updates page.

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.

Revised 7/15/20
• 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.

**Step 1: Complete the required workplace training**

Before returning to Harvard facilities, the Commonwealth of Massachusetts requires individuals to complete COVID-19 training, available at the [Harvard Training Portal](#). Completion of the training is required before proceeding to Step 2.

More information about the training can be found on the [EH&S website](#).

**Step 2: 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 3: Use Crimson Clear every day you are working on campus**

Revised 7/15/20
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The website is compatible with all smartphone and computer operating systems. Faculty and staff who are cleared will be provided with a digital or hard copy clearance for access to their pre-determined facilities for 12 hours. To enable the safety of the entire workforce, individuals who are not cleared will not be allowed in Harvard facilities in order to enable the safety of the entire workforce and should stay home. Harvard University Health Services will receive an automatic notification if an individual is not cleared, and a clinical staff member will follow up by phone to assess and discuss next steps.

Individuals without HarvardKey credentials (e.g., outside vendors) who require access to facilities for business purposes may complete a printable attestation form. Printable forms may also be used by persons without access to a device or in the event of technical difficulties.

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- Hand washing and using sanitizer
- Wearing a cloth face covering
- Following posted guidance in office spaces

**Step 5: Return to campus and stay informed**

Harvard personnel who have been asked to return to in-person work will find a campus that is continuing to be modified as a result of COVID-19. Prior to returning to campus facilities for the first time workers should make themselves aware of new parking and transit protocols, and anyone who has been outside of Massachusetts should read Harvard University Health Services’ frequently asked questions on travelling from out of state.

Finally, personnel should continue to stay informed of new policy as the University works to ensure the health and safety of the community during this rapidly evolving situation. University leaders will continue to keep all faculty, other academic personnel, and staff informed via messages to the community, and personnel should be in touch with local leadership for more specific guidance.

Harvard University Health Services will provide regular updates as well as frequently asked questions on their return to campus updates page.

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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).

Step 1: Complete the required workplace training

Before returning to Harvard facilities, the Commonwealth of Massachusetts requires individuals to complete COVID-19 training, available at the Harvard Training Portal. Completion of the training is required before proceeding to Step 2.

More information about the training can be found on the EH&S website.

Step 2: 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.

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- Practicing and promoting good, basic hygiene
- Hand washing and using sanitizer
- Wearing a cloth face covering
- Following posted guidance in office spaces

**Step 5: Return to campus and stay informed**

Harvard personnel who have been asked to return to in-person work will find a campus that is continuing to be modified as a result of COVID-19. Prior to returning to campus facilities for the first time workers should make themselves aware of new parking and transit protocols, and anyone who has been outside of Massachusetts should read Harvard University Health Services’ [frequently asked questions](https://www.health.harvard.edu/covid/coronavirus-travel) on travelling from out of state.

Finally, personnel should continue to stay informed of new policy as the University works to ensure the health and safety of the community during this rapidly evolving situation. University leaders will continue to keep all faculty, other academic personnel, and staff informed via messages to the community, and personnel should be in touch with local leadership for more specific guidance.

Harvard University Health Services will provide regular updates as well as frequently asked questions on their [return to campus updates](https://www.health.harvard.edu/coronavirus/return-to-campus-updates) page.