

Harvard Divinity School
Return to Campus Procedures for June and July 2021
for Faculty and Staff
(procedures will be revised prior to fall term)

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 notified by their supervisor or the dean. Staff and faculty will begin to return to campus over the summer and fall and will follow these procedures for working on campus. All faculty and staff are [required to be vaccinated](#). All faculty will be enrolled in the COVID19 testing protocol. Staff who will be working on campus more than 4 hours per week will be enrolled in the [COVID19 testing protocol](#).

The following plan includes procedures on two categories of return to campus.

1. [Employees \(faculty and staff\) 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](#)

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
- Anticipated work schedule
- Start date to work on campus and be enrolled in the testing protocol

All supervisors are expected to:

- Receive approval from the administrative dean prior to allowing their employees to return to campus
- 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 employees comply with the [Core Requirements for On-Campus Activity](#)
- 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 COVID-19 training

[From: Guidance for On Campus Activities at Harvard University](#)

Complete the state-mandated [COVID-19 safety awareness training](#), available on the Harvard Training Portal. it takes about 30 minutes to complete.

Step 2: 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 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:

- Comply with the Core Requirements for On-Campus Activity
- 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 return to their office to obtain items or for a one-time work event of less than 4 hours (per day and week), the following procedures apply.

Step 1: 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.

[From: Guidance for On Campus Activities at Harvard University](#)

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 the 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: 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:

- Comply with the [Core Requirements for On-Campus Activity](#)
- Wearing a cloth face covering
- Physical distancing and limiting gatherings based on [Massachusetts state guidance](#)
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Core Requirements for On-Campus Activity

Regardless of activity or setting, plans for on-campus activities must comply with the Core Requirements described in this section. Core Requirements include basic public health requirements as well as government and University requirements. Exceptions are described within the activity-specific requirements in Table 1, later in this document.

Basic Public Health Requirements

At the core of our public health response to the COVID-19 pandemic are basic requirements for masking, distancing, and handwashing. They must be followed consistently for disease mitigation efforts to be successful. These requirements apply to all Harvard community members as well as visitors, suppliers, contractors, contingent workers, and guests who are permitted on campus.

All members of the Harvard community are responsible for modeling these behaviors and ensuring that other members of the community engage in them. Full participation in these requirements is an expectation of anyone who is permitted to be on campus. Community members should also remember that one's behaviors during off-campus activities have the potential to affect the health and safety of the on-campus community.

[From: Guidance for On Campus Activities at Harvard University](#)

- a. **Masking:** This term includes the use of a range of [face coverings](#) meant to protect both wearers and those around them. **Acceptable face coverings** include multi-layer cloth face coverings (commercially manufactured or home-made) and disposable face masks. When worn, masks must cover both the nose and mouth of the wearer and must provide a tight fit around all edges. Wearers should replace or wash their face coverings daily or when visibly soiled or wet. Masks that are worn on consecutive days can increase risk of disease transmission, since viral particles may accumulate over time.
1. **Unacceptable face coverings** include single layer cloth face coverings, bandanas hanging loosely and not secured under the chin, those with exhalation valves/vents, those with loosely woven material, and those with highly elastic fabric that enlarges the spaces between threads when stretched and cannot adequately capture droplets. These unacceptable options may increase risk of community transmission of coronavirus.
 2. **Face Shields alone are not a replacement** for face coverings as described above.

Additional details on face coverings may be found [here](#).

3. **Distancing:** This is sometimes interchangeably called “[social distancing](#)” or “physical distancing”. For the purposes of this document, we will utilize the term “physical distancing.” Physical distance can be maintained without eliminating social interactions with other people. A physical distance of at least 6 feet should be maintained between any two persons. In some cases, further physical distancing is required. This measurement should be assessed from the edge of one person’s anticipated physical space to the edge of the next person’s space. Physical distancing may not be feasible for people who live in the same household (e.g.,

roommates who live in the same apartment, persons who share a bedroom).

- b. **Handwashing and Disinfection:** Risk of COVID-19 transmission via surfaces is believed to be low, but the virus can transiently persist on surfaces. Strict [hand hygiene](#) should be practiced, and community members should use soap and water with friction on all surfaces including palms/backs of the hand, fingers and thumbs, fingertips, under the nails, and in between the fingers; handwashing should be performed for at least 20 seconds. When soap and water are not readily available, alcohol-based hand sanitizer containing at least 60% alcohol should be used, ensuring that the sanitizer covers all surfaces; friction should be applied to the surfaces until they are dry (approximately 20 seconds). Handwashing should be performed after being in a public place, after blowing your nose/sneezing/coughing, before eating, before/after preparing food, before/after touching your nose/eyes/face, after using a toilet, before/after caring for a sick person, after touching surfaces that others may have touched, and whenever the hands are dirty/soiled. **High-touch surfaces** and shared spaces should be cleaned regularly and disinfected if a person who is diagnosed with or believed to have COVID has accessed the space within the past 24 hours. It is believed that transmission through objects/surfaces is infrequent, but risk reduction through routine cleaning and disinfection is still prudent. Disinfected surfaces should be left damp and allowed to air dry to allow adequate contact time between the surface and the disinfectant. Schools and units should make clear to building occupants what cleaning and disinfecting will be provided as a building service (and how frequently), and what is an individual's responsibility.
- c. **Community Education:** All persons who are permitted to have a physical presence on campus must complete COVID-19 safety training through the [Harvard Training Portal](#).
- d. **Symptom Attestation:** The University no longer requires the use of Crimson Clear for daily symptom attestation for campus community members who work in non-healthcare settings. However, all campus community members should continue to attest to the presence of any COVID-19 symptoms prior to campus activities. If a community member has COVID-19 symptoms, recent COVID-19 exposure, or COVID-19 diagnosis, then a formal attestation must be documented using [Crimson Clear](#), a web-based app that is accessed using HarvardKey. After a community member attests to symptoms, exposure, or infection, HUHS clinical staff will reach out to provide support and further instructions. **NOTE:** Persons who work in Harvard-operated healthcare settings must use Crimson Clear to perform symptom attestation every day that they are on campus.
- e. *Viral Testing:*
 - Symptomatic Testing:** Persons with symptoms suggestive of COVID-19 should be evaluated by their personal healthcare provider. Anyone who tests positive should report this to HUHS via Crimson Clear (unless the testing was done by HUHS).
 - Surveillance Testing:** Members of the community who are eligible for the University's viral testing surveillance program should maintain their assigned testing cadence. Schools/Units should monitor testing participation and act when individuals fail to test according to their expected cadence.

- f. **Engagement in Contact Tracing:** Regardless of vaccination status, community members are expected to participate fully in the process of contact tracing. Complete and honest disclosure of symptoms, close contacts, and social activities is critical for contact tracers to identify persons who are at risk and to support the process of isolation and quarantine.

Additional guidance on preventive behaviors can be found [here](#).