

# Harvard Divinity School

## Testing Checklist

Updated as of January 24, 2022

### Prior to Testing for the First Time (one-time preparation)

- Review the [COVID-19 Safety Awareness Training](#) on the EH&S website that describes important things for you to be aware of pertaining to COVID safety on campus. Also review the [University Coronavirus](#) information page and [FAQs](#).
- [Submit your verification of vaccination and booster](#) information to Harvard University Health Service (HUHS). If you have not met the [vaccination and booster requirement](#), Harvard University Health Services can help you [schedule an appointment](#). Students, please note that until you complete your vaccination and booster requirement, a registration hold will be placed on your student account. Staff, faculty, and affiliates please note that compliance with the vaccine and booster requirement is a condition of employment at Harvard University.

Please remember if you are unvaccinated or not yet fully vaccinated, you should also follow campus rules for masking and distancing. Please visit the [Harvard Coronavirus website](#) for additional details.

- Find your testing cadence requirement by logging into [Crimson Clear](#) using your Harvard key. Crimson Clear is used to display your vaccination status, testing cadence, report symptoms of COVID-19 and you can use it to update or report your vaccination status or report an exemption.
- Create your [Color account](#), using your Harvard email address, which will be used for COVID testing, tracing, and obtaining your results. Individuals in Harvard's testing program receive text and email notifications when it is their day to test and when they fall behind on testing. Use your Harvard email address when setting up your Color account.

### Testing for the First Time

- Collect a test kit. Test kits are available in the lobby of Rockefeller Hall, Swartz Hall room 221, the front desk of the CSWR and the HDS Library Circulation Desk.
- Take the COVID-19 test. The test kit contains instructions for collections and you may refer to the [Self-Administration of COVID-19 Test](#) training on the Harvard Training Portal.
- Activate the test by logging into your [Color Account](#) and following the directions under "Activate Kit".
- Drop off your sample. [Drop off bins](#) are located throughout the university campus. The closest one to HDS is Northwest Labs, southwest doors near the guard desk.

### Every Day Before Coming to Campus

- Assess your health for the day. You do not need to complete Crimson Clear if you feel well. If you are not feeling well, stay home and let your manager know. If you are not well or are unsure, answer the questions on [Crimson Clear](#) and HUHS will contact you if you are not cleared. You do not need to complete Crimson Clear if you feel well.
- Bring a [University-approved face covering](#) with you to campus or be prepared to obtain one on campus. Boxes containing masks are found around the HDS campus, including near the testing kit pickup pins and in the HDS Commons Café. Please note: Indoors, everyone is required to wear a mask, regardless of

vaccination or booster status. While on campus, masks are required outdoors for unvaccinated individuals.

## While on Campus

- If you are due for a COVID test, collect a test kit. You will receive a reminder via Color when you are due for a test. Your first test kit will be provided to you when you arrive on campus. Additional test kits are available in the lobby of Rockefeller Hall, Swartz Hall room 221, the front desk of the CSWR and the HDS Library Circulation Desk.
- Take the COVID-19 test. The test kit contains instructions for collections and you may refer to the [Self-Administration of COVID-19 Test](#) training on the Harvard Training Portal.
- Activate the test by logging into your [Color Account](#) and following the directions under “Activate Kit”.
- Drop off your sample. [Drop off bins](#) are located throughout the university campus. The closest one to HDS is Northwest Labs, southwest doors near the guard desk.
- Check your [Color](#) test results and confirm your last test was negative.
- Follow the guidance outlined in text and email notifications reminding you of your next testing day.
- Wear a [University-approved face covering](#) whenever indoors in accordance with University and any other local policies.
- Follow newly posted safety guidance and follow any University or School/Unit-specific safety requirements.
- Eating and drinking is permitted only in the following designated areas: HDS Commons in Swartz Hall, the Rockefeller Hall lounge or outside. You may also eat unaccompanied in your office.
- If you develop symptoms of COVID-19, you must self-quarantine and notify Harvard University Health Services via [Crimson Clear](#).

[Stay informed on COVID-19-related updates](#) while you’re working on campus. For additional information on COVID safety refer to [University Coronavirus](#) web resources, The [HDS Coronavirus Update webpage](#), and the [EH&S COVID webpage](#).