

FACULTY Checklist

Prior to Coming to Campus

1. Review the [EH&S Covid safety document](#) and [guidance for on-campus activity](#) page 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](#).
2. Discuss health and safety protocols for your location including the location of masks in your office, cleaning protocols for your own office and communal workspaces such as restrooms and kitchens with your department administrator.
3. [Submit your verification of vaccination](#) information to Harvard University Health Service (HUHS).
4. If you have concerns about returning to work, contact your assistant dean for faculty affairs:
 - Arts & Humanities: Kendra Barber, kendrahbarber@fas.harvard.edu
 - Science: Zoe Fonseca-Kelly, zefonseca-kelly@g.harvard.edu
 - Social Science: Richa Mishra, richa_mishra@harvard.edu
 - SEAS: Diane Schneeberger, dls@seas.harvard.edu
 - GSAS: Noel Bisson or Sheila Thomas, gsasacademicprograms@fas.harvard.edu
5. Login to Crimson Clear using your Harvard Key to check your testing cadence and Color account provisioning email. [Crimson Clear](#) is now used to display your vaccination status and testing cadence. If you have not already reported your vaccination status, you can use Crimson Clear to report your vaccination status or report an exemption.

Note: All unvaccinated individuals will be reminded of the additional public health measures they will be subject to (e.g. additional testing and/or masking)

6. Create your [Color account](#). Your Color account is 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 from Crimson Clear when setting up your Color account.

Detailed instructions on creating your Color account, activating a test kit, and viewing results can be found on the [FAS Return to Campus Planning](#) page.

Color notifications do not begin until after the first test.

7. If you are due for a COVID test, collect and drop off a sample on campus. There are four [FAS test kit pick up locations](#):
 - **Science Center**, 1 Oxford Street, near the security desk. Pick up and drop off location.
 - **Northwest Labs**, 52 Oxford Street, at the main entrance (facing the museums). Pick up and drop off location. A guard will allow you in 24/7.
 - **Knafel Building, CGIS North**, 1737 Cambridge Street. Pick up only location. A guard will allow you to pick up M-F 9-5pm; after August 30 the building will be open.

- **Barker Center**, 12 Quincy Street. Pick up only location. A guard will allow you to pick up M-F 9-5pm; after August 30 the building will be open.

The test kit contains instructions for self-administration and you may refer to the [Self-Administration of COVID-19 Test](#) training on the Harvard Training Portal. [Drop off bins](#) are located throughout campus.

8. Plan your commute to campus. Resources are available at [Harvard Transportation & Parking](#).

Every Day Before Coming to Campus

1. Check your [Color](#) test results and confirm your last test was negative.
2. Assess your health for the day. 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.
3. Bring a [University-approved face covering](#) with you to campus or be prepared to obtain one on campus. Your department will provide Harvard approved face masks. OUE has a limited supply of clear. Please note: Masks are required indoors regardless of your vaccination status. While on campus, masks are required outdoors for unvaccinated individuals.

While on Campus

1. If you are due for a COVID test (generally every other week for staff) collect and drop off a sample on campus. There are four [FAS test kit pick up locations](#):
 - **Science Center**, 1 Oxford Street, near the security desk. Pick up and drop off location.
 - **Northwest Labs**, 52 Oxford Street, at the main entrance (facing the museums). Pick up and drop off location. A guard will allow you in 24/7.
 - **Knafel Building, CGIS North**, 1737 Cambridge Street. Pick up only location. A guard will allow you to pick up M-F 9-5pm; after August 30 the building will be open.
 - **Barker Center**, 12 Quincy Street. Pick up only location. A guard will allow you to pick up M-F 9-5pm; after August 30 the building will be open.

The test kit contains instructions for self-administration and you may refer to the [Self-Administration of COVID-19 Test](#) training on the Harvard Training Portal. [Drop off bins](#) are located throughout campus.

2. Wear a [University-approved face covering](#) whenever indoors in accordance with University and [FAS policies](#).
3. Follow required [health and safety protocols](#) for your local unit as outlined by your manager or department administrator. While social distancing is no longer required for indoor and outdoor

interactions, please be mindful of those around you and their preferences for personal space. Ask your Department Administrator for guidance on designated spaces for eating and drinking indoors.

4. [Stay informed on COVID-19-related updates](#) while you're on campus. HUHS will provide updates and FAQs on their [return to campus updates page](#). For additional information on COVID safety refer to [FAS Return to Campus](#) resources and the [EH&S COVID webpage](#).