HCO Return to Campus
Checklist/Reminders/Instructions

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If you are a new Harvard employee (all to be done after claiming your HarvardKey and appointment is finalized):

**Step 1:** send your vaccination record or exemption to HUHS. Instructions on how to do this (via HarvardKey) can be found here: [https://www.harvard.edu/coronavirus/verify-your-vaccination/](https://www.harvard.edu/coronavirus/verify-your-vaccination/). Else if you are having trouble logging in, you can send records to mrecords@huhs.harvard.edu.

**Step 2:** Complete the state-mandated COVID-19 Awareness Training via the Harvard Training Portal: [https://www.ehs.harvard.edu/training](https://www.ehs.harvard.edu/training)

**Step 3:** once your CfA email is up and running, on-campus eligibility needs to be approved via the FAS Eligibility Form [https://harvard.az1.qualtrics.com/jfe/form/SV_5yVjmg0RnlGeOTb](https://harvard.az1.qualtrics.com/jfe/form/SV_5yVjmg0RnlGeOTb)

You should be approved in 1-2 business days after submitting that form but will not receive an alert. You need to keep an eye on your Crimson Clear account and note when you have been assigned a testing group.

If after 2 business days he has not seen any updates to his enrollment, he can reach out to Taylor Chang (taylorchang@fas.harvard.edu).

**Step 4:** after you have been assigned a testing group and it is showing in your Crimson Clear profile (Step 3 above) you can enroll in Color Testing: to create a Color account: [https://home.color.com/create-account?next=%2Fcovid%2Factivation](https://home.color.com/create-account?next=%2Fcovid%2Factivation).

You will need to use your Color Provisioning Email as noted in your Crimson Clear profile. If this email needs to be updated (e.g. it lists your @fas HarvardKey vs. your @cfa email address you actually use), please send Theresa Ross or Valerie O’Kane the correct @cfa email with your HUID so that the MIDAS account can be updated which will flow into Crimson Clear the next day. You cannot register for Color without using that Color Provisioning Email.

Set the phone number as your cell phone number – this will allow Color to send you texts about testing & when your results are ready.

If you are having further issues with your Color account and/or forgot the password, you can contact support@color.com.

**Step 5:** please let Charlie Hickey and Theresa Ross know who the individual is that will be coming to campus, when their first day is, and where their office is located. This will allow Charlie and his team to drop off tests each week.

**Step 6:** take a test you first day on campus. You will log in to Color and select “Activate a Kit”. You will go through a series of questions before you enter in the specific kit information. These instructions are all provided within the HUCL kit that you receive. You will drop off your activated, completed test kit in Perkin Lobby – pickup is 2:00 PM each weekday.

You should then follow the testing cadence as noted in your Crimson Clear profile (either once or twice a week).
Current/Existing Harvard Employees that are testing for the first time:

Complete the state-mandated COVID-19 Awareness Training via the Harvard Training Portal: https://www.ehs.harvard.edu/training

Check your Crimson Clear to ensure you are eligible for testing: https://crimsonclear.harvard.edu/

If you are assigned to a testing group (bottom section of the landing page), you can create a Color account:

- https://home.color.com/create-account?next=%2Fcovid%2Factivation
- You will need to set up your Color account using your official Harvard email address as noted in your Crimson Clear profile (also known as your Color provisioning email address). You can confirm this email address via your profile in Crimson Clear at the very bottom of the landing page.
  - Set the phone number as your cell phone number – this will allow Color to send you texts about testing & when your results are ready
  - If you are having problems with your Color account and/or forgot your Color account password, please contact support@color.com
  - If you do have a testing cadence listed in Crimson Clear but do not have an email listed (or have an incorrect email listed), this can be corrected in MIDAS with the assistance of Theresa Ross or Valerie O’Kane.

- Please let Charlie Hickey and Theresa Ross know when you expect to come back to the office and where your office is located. This will allow Charlie and his team to drop off a test prior to your first day.
- Once registered for Color, take a test you first day on campus. You will log in to Color and select “Activate a Kit”. You will go through a series of questions before you enter in the specific kit information. These instructions are all provided within the HUCL kit that you receive. You will drop off your activated, completed test kit in Perkin Lobby – pickup is 2:00 PM each weekday.

If you are not assigned to a testing group (bottom section of the landing page):

- You will need to follow the instructions on page 1 under “New Employee” from Step 3 onward (submitting an FAS Eligibility Form)
Visitor Guidance

As noted in the University’s guidance for all official visitors: https://www.harvard.edu/coronavirus/for-visitors/

- All Official Visitors must be informed and abide by current University policies.
- Schools and Units may consider keeping logs for when Official Visitors were on-site to aid in contact tracing efforts.

Anyone sponsoring an official visitor or inviting unofficial visitors must inform them of University policies (https://www.ehs.harvard.edu/training) and have them agree to assess their own health and avoid all campus activities if experiencing symptoms of COVID-19. Sponsoring organizations are also encouraged to keep a log of official visitors and dates on-site to aid in contact tracing efforts.

Visitors who will be on campus for **7 cumulative days or less (within a six-week time period)**:

- Are encouraged to receive a COVID-19 test on the day of arrival through a local clinic or pharmacy at their own expense.
  - https://www.mass.gov/info-details/about-covid-19-testing#where-can-i-get-a-test?
- Assuming you have no COVID symptoms and no known exposure to an infected person, it is okay to participate in in-person activities, following appropriate masking policies.
- **Unvaccinated travelers** from international points of departure should test again on day 4 or 5 (in addition to the arrival date) and must avoid close, unmasked social activities, including social gatherings and dining with other unvaccinated people, until a negative result is received for the arrival test.

Visitors who are on campus for more than 7 cumulative days (within a six-week time period):

- Be added to Harvard’s systems as a person of interest (POI) and issued a temporary Harvard ID number if not already part of Harvard’s system. This is the responsibility of the sponsoring Harvard department.
- Enroll in the University’s testing program (https://www.harvard.edu/coronavirus/testing-tracing/). This is the responsibility of the sponsoring department.
- Communicate vaccination status for the purposes of determining testing frequency and other safety requirements, and keep documentation of vaccination readily available.
  - https://www.harvard.edu/coronavirus/verify-your-vaccination/
- Minors that are on campus for more than seven days (within a six-week time period), and are not eligible for Harvard’s viral testing program may be required to follow additional public health measures as determined by HUHS and EHS.
  - All programs involving minors must also be registered with the Harvard Youth Protection Office: https://youthprotection.harvard.edu/register-a-program
Only exception: All cross-registered students are able to forego testing at Harvard if they are being regularly tested (at least once per week) by their home institutions, per the attached cross-registered email confirmation, created with HUHS and OGC and shared with all schools. This DOES NOT apply to Faculty or Staff from those institutions – only students taking classes at Harvard. Faculty and/or Staff from other testing institutions that will have a regular on-campus presence (more than 7 days) must be enrolled in Harvard’s testing.

If a visitor is registering for Color here at Harvard and also use Color for testing at their home institution – do NOT use the same email address as you will run into issues. Please contact Taylor Chang taylorchang@harvard.edu if you should have any questions about this.

Further information on Visitors can be found on: Harvard University On Campus Activity Guidance (HarvardKey required):

https://www.ehs.harvard.edu/covid-19-resources/secure/activity-workplace-planning
# Testing Cadences & Testing Results

How often do I test? [https://www.harvard.edu/coronavirus/testing-tracing/#test-cadence](https://www.harvard.edu/coronavirus/testing-tracing/#test-cadence)

<table>
<thead>
<tr>
<th>Population</th>
<th>Vaccination Status</th>
<th>Testing Cadence</th>
<th>Color Notifications</th>
<th>Considered Non-Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living in undergraduate housing (UH)*</td>
<td>Unvaccinated</td>
<td>Three times/week</td>
<td>Every 2 days</td>
<td>After 3 days</td>
</tr>
<tr>
<td></td>
<td>Vaccinated</td>
<td>Two times/week</td>
<td>Every 4 days</td>
<td>After 5 days</td>
</tr>
<tr>
<td>Living in graduate housing (GH)* and all other students, employees, POs with an on-campus presence (OC)</td>
<td>Unvaccinated</td>
<td>Twice/week</td>
<td>Every 4 days</td>
<td>After 5 days</td>
</tr>
<tr>
<td></td>
<td>Vaccinated</td>
<td>Once/week</td>
<td>Every 7 days</td>
<td>After 9 days</td>
</tr>
<tr>
<td>Infrequent on-campus presence (IF)</td>
<td>Unvaccinated</td>
<td>Test once per week during weeks you are on-campus</td>
<td>Every 30 days</td>
<td>After 35 days</td>
</tr>
<tr>
<td></td>
<td>Vaccinated</td>
<td>Test twice per week during the weeks you are on-campus</td>
<td>Every 30 days</td>
<td>After 35 days</td>
</tr>
<tr>
<td>Not Applicable (NA)</td>
<td>All</td>
<td>Removed from Program</td>
<td>None</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Note: this is accurate for as of 11/02/21 and is subject to change at any time due to local public health advisories and the overall university health metrics.*

- Assume a test turnaround time of at minimum 24 hours – most people will receive their results within 48 hours though
  - If you submit a test but don’t get results after 56 hours, please re-test at your earliest convenience
- Encouraged to drop off tests earlier in the day
  - Test pickup is 2:00 each weekday in Perkin Lobby
- Encouraged to avoiding testing on Mondays as it is a high volume day
  - Operationally it helps with a surgery of tests coming in on the first day of the week
  - Public Health side: it helps give more data so that we are testing throughout the week vs. just on Mondays
Test Drop Offs
A test kit deposit bin is located in the Perkin Lobby at 60 Garden Street. Please drop off your kit by 2 pm on weekdays in the Perkin Lobby bin. Kits deposited after 2 pm will be picked up the following morning and will still be viable. Drop-off bins are available at the Science Center on weekends. More on test kit drop-off location here: https://www.google.com/maps/d/u/0/viewer?hl=en&mid=1Q3-6GosJW6iS-baoftdeF_x6wQFakZe9&ll=42.38123269999998%2C-71.12807829999998&z=12

COVID-19 Test Kit Drop Off Location Holiday Closures/Deadlines

December

- **Winter Recess (Monday, December 20 – Thursday, December 23):** Test collection and processing will follow the weekend drop off schedule with tests being picked up by **10:00 am each day.**
- **Christmas Eve and Day (Friday, December 24 and Saturday, December 25):** No test collection or processing. Test kits must be dropped off by **10:00 am on Thursday, December 23** to be processed before the holiday. If test kits are dropped off after this deadline, they will expire in the drop off bins, and you will be required to re-test.
- **Winter Recess (Monday, December 27 – Wednesday, December 29):** Test collection and processing will follow the weekend drop off schedule with tests being picked up by **10:00 am each day.**
- **New Year's Eve and Day (Friday, December 31 and Saturday, January 1):** No test collection or processing. Test kits must be dropped off by **10:00 am on Thursday, December 30** to be processed before the holiday. If test kits are dropped off after this deadline, they will expire in the drop off bins, and you will be required to re-test.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Dec-21</td>
<td>14-Dec-21</td>
<td>15-Dec-21</td>
<td>16-Dec-21</td>
<td>17-Dec-21</td>
</tr>
<tr>
<td>2 PM</td>
<td>2 PM</td>
<td>2 PM</td>
<td>2 PM</td>
<td>2 PM</td>
</tr>
<tr>
<td>20-Dec-21</td>
<td>21-Dec-21</td>
<td>22-Dec-21</td>
<td>23-Dec-21</td>
<td>24-Dec-21</td>
</tr>
<tr>
<td>10 AM</td>
<td>10 AM</td>
<td>10 AM</td>
<td>10 AM</td>
<td>No Pickup - anything dropped off after pickup on 12/23 will expire in the bin</td>
</tr>
<tr>
<td>27-Dec-21</td>
<td>28-Dec-21</td>
<td>29-Dec-21</td>
<td>30-Dec-21</td>
<td>31-Dec-21</td>
</tr>
<tr>
<td>10 AM</td>
<td>10 AM</td>
<td>10 AM</td>
<td>10 AM</td>
<td>No Pickup - anything dropped off after pickup on 12/30 will expire in the bin</td>
</tr>
<tr>
<td>03-Jan-22</td>
<td>04-Jan-22</td>
<td>05-Jan-22</td>
<td>06-Jan-22</td>
<td>07-Jan-22</td>
</tr>
<tr>
<td>2 PM</td>
<td>2 PM</td>
<td>2 PM</td>
<td>2 PM</td>
<td>2 PM</td>
</tr>
</tbody>
</table>
FAQs:

I am currently in the Regular On-Campus Testing group but I do not come in on a regular basis (e.g. weekly), can I be adjusted to an Infrequent testing group?  
Yes – you can update your testing cadence via the FAS Eligibility Form (link below). With the form you'll note that you are already approved for on-campus eligibility but are just looking to change your testing group
FAS Eligibility Form:  
https://harvard.az1.qualtrics.com/jfe/form/SV_5yVjmg0RnlGeOTb

I’m on vacation or I plan on being out of the office for an extended period of time – do I need to test?  
No – you should not be coming to campus for the sole purpose of testing.

If you have an extended absence (i.e. a week or longer of either vacation or sick days) that will put you into the realm of being considered non-compliant, then please reach out to Theresa Ross and let her know the dates you expect to be out and when you expect to return. You should take a test on that first day back in the office.

If you have an unplanned absence (i.e. a single sick day) on the day you regularly test, no need to notify anyone about your testing – just take a test on the next day you are on campus.

If you are on extended travel or sabbatical and do not anticipate being on campus for the foreseeable future, it could be best to set your testing cadence to Infrequent (IF) for the time being so that you are not out of compliance after 9 days but rather 35 days. See question above re: adjusting testing cadence group.

My test stick broke, are there additional test sticks?  
No – please use another test kit. Ensure that you use the vile that you activated – the test stick from another kit.

I need a test kit – who do I contact?  
If you need a kit right away and it is a University business day between 9:00 AM – 4:00 PM Monday through Thursday, you can see if the HCO Business Office (B-115) has any available kits on hand.
If it is Friday or not during those hours and you need a test right away, you should go down to Northwest Building (via the Oxford Street security desk entrance).
If you need a test but it is not urgent (i.e. need a test for tomorrow or later in the week), please reach out to Charlie Hickey.

Do test kits expire?  
The tests themselves have a 36 month shelf life so you can ignore any expiration dates that may be noted on the Broad Test kits.
You must drop off tests within 24 hours of taking them. Preferred for you to drop off earlier in the day as the test samples will expire after 54 hours. So if you drop off a tests and it notes that there will be no pickup for the next 2-3 days then the test will be invalid and you will need to re-test.
Can you use Broad Test Kits vs. HUCL test kits? And what is the difference?

Yes – the Broad and HUCL tests kits can be used interchangeable. They are both activated via Color.

HUCL is the new Harvard University Clinical Lab, that will process COVID samples for the University beginning the summer of 2021. Previously, all COVID samples were being sent to the Broad Institute for processing.

Can I drop off test kits for my group into the drop off bins?
No – each individual should be taking their test to the drop off bin as these tests are considered a biohazard and should not be handled by anyone besides the person who took the test and the trained employees who have been designated to pick up the bins

Will there be noncompliance reports/notifications?

Yes – the HCO has access to note when people are not testing and how many days out of compliance they are. You will receive an email if you are 13+ days out of compliance asking about your testing (i.e. have you not been on campus since your last test? Do you plan on coming back to campus? Perhaps there is an issue with activating your kit?, etc. )

Is it possible to test more than your testing cadence requires?

Yes – however the additional tests should be picked up from Northwest Labs. The tests delivered to the HCO are paid for by the HCO so to be using additional unrequired tests would be a financial burden. Your testing cadence is based upon advice and modeling from our medical and public health experts. HUHS recommends you maintain your assigned testing cadence unless you have been directed by a medical professional, but those with unvaccinated children or high-risk family members at home do have the option to increase their testing to twice per week (as long as the second test is picked up at Northwest Labs).
**General Reminders**

- **Review COVID testing requirements** and plan to test according to the cadence prescribed. Department administrators are adding returning faculty, staff, postdocs, and other personnel to the testing eligibility file. Harvard College and GSAS are adding their students to the testing eligibility file. HUHS is assigning testing cadence based on vaccination status. More information on Harvard Testing Program’s information is available here [https://www.harvard.edu/coronavirus/testing-tracing/](https://www.harvard.edu/coronavirus/testing-tracing/)
  - Is it possible to test twice a week even if you are vaccinated?
    - Yes – however the additional tests should be picked up from Northwest Labs. The tests delivered to the HCO are paid for by the HCO so to be using additional unrequired tests would be a financial burden. Your testing cadence is based upon advice and modeling from our medical and public health experts.
    - HUHS recommends you maintain your assigned testing cadence unless you have been directed by a medical professional, but those with unvaccinated children or high-risk family members at home do have the option to increase their testing to twice per week (as long as the second test is picked up at Northwest Labs).
    - How to pick up tests at Northwest Labs: [https://projects.iq.harvard.edu/coronavirus/self-administered-testing](https://projects.iq.harvard.edu/coronavirus/self-administered-testing)
  - Those on the FAS Science testing eligibility list, will have access to the Northwest Bldg (via the Oxford Street security desk entrance).

- **Plan your commute to campus.** Update your Charlie Card or parking permit at: [https://www.transportation.harvard.edu/](https://www.transportation.harvard.edu/). Some parking lots / garages now offer 3-day parking permits. Review the Parking website: [https://www.transportation.harvard.edu/parking/permits-rates/permit-types](https://www.transportation.harvard.edu/parking/permits-rates/permit-types)
  - Parking: Paid parking is in effect. Discounted daily parking permits are available for purchase: [https://www.transportation.harvard.edu/parking/visitors/online-daily-permits](https://www.transportation.harvard.edu/parking/visitors/online-daily-permits)
  - There are also four (4) hour parking meters located in the back lot of the CfA (nearest Madison Street).
    - Will Harvard allow parkers to change from a 5-day to a 3-day pass and vis-a-versa if they sign up for one of the options by the August 6 deadline?
      - You will need to bring the 5-day parking hangtag to the Campus Service Center to switch over to a 3-day when needed:
        - [https://www.transportation.harvard.edu/parking/general-info-faqs/visiting-parking-office](https://www.transportation.harvard.edu/parking/general-info-faqs/visiting-parking-office)

- **Do not come to campus if you are ill.** While daily health attestations are no longer required, anyone with COVID symptoms should not come to campus and should immediately notify HUHS using Crimson Clear at [https://crimsonclear.harvard.edu/](https://crimsonclear.harvard.edu/).

- **Office Custodial Services:** Our Custodial staff will not be entering offices. Please place your trash outside your office at the end of the day.

- **Building Access:** 60 Garden Street building access is restricted via swipe card access. If you should need building access to 60 Garden, please reach out to Valerie O’Kane or Sonia Verma for updating the SDF – you will need your HUID number as listed on your Harvard ID plus the 9th digit

- **Auxiliary:** The HCO business office staff and other administrators are working hybrid remote schedules; please reach out to individuals via email or phone for scheduling in-person meetings (if arrangeable)
- **Wear a mask when indoors.** Everyone must wear a mask when indoors. Those who are unvaccinated must also mask when outdoors. The FAS is and will continue to provide masks. As we begin to return to campus, masks are available at the test kit pick-up locations in NWL and the Science Center. Local departments/units will also be able to order masks through WB Mason.

- **Mask Guidance:**
  - [https://www.ehs.harvard.edu/sites/default/files/face_coverings_general_use_campus_wide_cd048a_0.pdf](https://www.ehs.harvard.edu/sites/default/files/face_coverings_general_use_campus_wide_cd048a_0.pdf)

- **Social distance if necessary.** Social distancing of 6-feet is recommended for those not vaccinated, when possible, both indoors and outdoors. Those vaccinated are not required to social distance, but please be mindful of those around you and their preferences for personal space.

**Identify a location for eating and drinking.**

- Vaccinated and unvaccinated individuals may eat and drink when alone in an enclosed private office.
- Vaccinated and unvaccinated individuals may eat in designated indoor areas including break rooms, mixed-use common spaces, or at events. Individuals can also eat at personal workspaces (not located in the laboratory), providing you are eating/drinking alone, and are able to maintain 6-feet of distance from others.
- As weather permits, please take advantage of outdoor eating spaces, when possible. While eating outdoors, those vaccinated do not need to socially distance while those unvaccinated should maintain 6-foot distance if possible.
- More information about eating/drinking and what constitutes a designated eating area is available here: [https://www.ehs.harvard.edu/system/files/harvard_university_guidance_for_on_campus_activity.pdf](https://www.ehs.harvard.edu/system/files/harvard_university_guidance_for_on_campus_activity.pdf)

**The following resources may be useful:**

- FAS Return to Campus: [https://adminfindean.fas.harvard.edu/return-campus-resources](https://adminfindean.fas.harvard.edu/return-campus-resources)
- Keep Harvard Healthy: [https://www.harvard.edu/coronavirus/](https://www.harvard.edu/coronavirus/)
- Environmental Health and Safety: [https://www.ehs.harvard.edu/covid-19-resources](https://www.ehs.harvard.edu/covid-19-resources)
- Harvard University Health Services: [https://huhs.harvard.edu/](https://huhs.harvard.edu/)
- Human Resources Workplace Policies:
  - [https://hr.harvard.edu/corona-virus-workplace-policies](https://hr.harvard.edu/corona-virus-workplace-policies)
- Transportation and Parking: [https://www.transportation.harvard.edu/](https://www.transportation.harvard.edu/)
- Work/Life: [https://hr.harvard.edu/worklife](https://hr.harvard.edu/worklife)
- Faculty of Arts & Sciences: COVID Updates: FAQs: Resources for Faculty & Researchers: [https://facultyresources.fas.harvard.edu/covid-updates](https://facultyresources.fas.harvard.edu/covid-updates)

⚠ **For COVID-19 related safety concerns**

Please submit a report using the **Risk and Safety Matters** category.

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**Be Kind, Thoughtful & Take Care of Yourself & Those Around You**

*We know that the last 18 months have brought anxieties, stress, and trauma. Inclusion and respect are core values of our Harvard community. As we all continue to navigate an unpredictable and challenging pandemic, please take care of yourself, be kind to those around you, and reach out if you need help. For mental health concerns, CAMHS*
Cares is available to students 24/7 at (617) 495-2042 and the Employee Assistance Program (EAP) is available to Harvard employees at (877) 327-4278.