

Agenda

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HUHS, EH&S Panel Discussion	Dr. Giang Nguyen Maria Francesconi Bill VanSchalkwyk Cindy Parenteau
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Closing / Q & A Session	Mary Ann Bradley



Introduction

Mary Ann Bradley

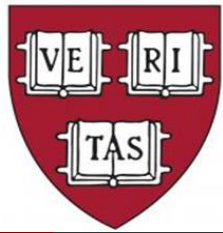
*Associate Dean for
Administrative Operations*



HUHS and EH&S Panel Discussion

HUHS: Dr. Giang Nguyen, Maria Francesconi

EH&S: Bill VanSchalkwyk, Cindy Parenteau



COVID-19 Resources and Current Guidance

Environmental Health & Safety

COVID-19 Resources

ehs.harvard.edu/covid-19-resources

COVID-19 Resources Home

[Document Library](#)

[Resource Updates](#)

By Service Area

[Buildings & Facilities](#)

[Capital Projects & Construction](#)

[Laboratories & Research](#)

University-Wide

[Activity & Workplace Planning](#)

[Building & Workplace Signage](#)

[Service Contractors & Vendors](#)

COVID-19 Resources

The resources in this area inform and educate Harvard University personnel and reduce the on-campus risks associated with COVID-19. These resources include guidance documents, fact sheets, operational environmental control procedures (ECP), trainings, and COVID-specific services (e.g., remote workstation evaluations).

In addition to the below frequently accessed featured resources, the [document library](#) contains a master list of web-based COVID-19 resources.

Resource additions and updates are tabulated and described in [Resource Updates](#).

Featured Resources



[Harvard University Guidance for On-Campus Activity →](#)

This guidance provides relevant and up to date COVID-19 requirements and recommendations for on-campus activity. Visit [Activity & Workplace Planning](#) for further information.



Harvard University Guidance for On-Campus Activity

Recent Updates:

Indoor Events & Gatherings- Mask requirements during eating and drinking.

Performances and Rehearsals- Provides new guidance on limited allowances for unmasking during performance arts rehearsals and performances.

Eating and Drinking- Added guidance for eating and drinking spaces that are NOT equipped with a means for increased air exchange/flow or filtration.

Classrooms, Instruction, Lecture and Designated Study Spaces- Additional requirements and updated physical distancing for unmasking allowances in this setting.



Welcome

Mary Ann Bradley

*Associate Dean for
Administrative Operations*



Welcome New FAS Colleagues



Scott Jordan
Dean for Administration and Finance



Financial Updates

Jay Herlihy

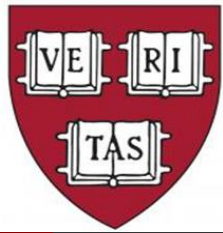
Associate Dean for Finance



Return to Campus

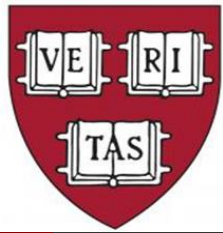
Mary Ann Bradley

*Associate Dean for
Administrative Operations*



Key Facts About Vaccination Status

- All FAS Faculty, Staff and Researchers must report their vaccination status, **regardless of whether or not they will be on campus this fall.**
- **After Aug 31st, failure to report vaccination status will result in disciplinary measures.**
- To submit your vaccination status
 - Visit the [Verify Your Vaccination webpage](#) and follow the instructions.
 - Members of the Harvard community can claim exemptions to the vaccination requirement for medical or religious reasons.
- To check your vaccination record status
 - Go to the [HUHS Patient Portal](#)



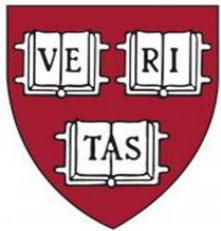
Fall Testing Groups / Cadences

- For Fall 2021 we have four testing groups:
 - UH - Lives in Undergraduate Housing
 - GH - Lives in On-Campus Graduate Housing (not HUH)
 - OC - All Others with an On-Campus Presence
 - IF – Infrequent Campus Presence (once a month or less)

After activating their first kit, individuals will be regularly notified by Color via email and text when it is their day to test. This will be based on their testing group, vaccination status, last test date and local infection rates.

Population	Vaccination Status	Testing Cadence	Color Notifications	Considered Non-Compliant
Living in undergraduate housing (UH)*	Unvaccinated	Twice/week	Every 4 Days	After 7 days
	Vaccinated	Once/week	Every 7 Days	After 10 days
Living in graduate housing (GH)* & All other students, employees and POIs with an on-campus presence (OC)	Unvaccinated	Twice/week	Every 4 Days	After 7 days
	Vaccinated	Once/week	Every 7 Days	After 10 days
Infrequent on-campus presence (IF)	All	Monthly	Every 30 Days	After 35 days

*Will be messaged (outside of Color) to test 3 times/week upon arrival and then follow Color notifications



Testing Eligibility File

All FAS individuals with an on-campus presence in the fall must be added to the Eligibility File which assigns them to the testing program and allows them to setup an account in Color.

Local contacts for testing eligibility

Unit	Contact / Email
Administration & Finance	adminops@fas.harvard.edu
Arts & Humanities Division	adminops@fas.harvard.edu
Athletics	Brant Berkstresser, bberkstr@fas.harvard.edu
College undergraduates & residential staff	testingquestions@fas.harvard.edu
College non-residential staff	testingquestions@fas.harvard.edu
DCE	John Langridge, john_langridge@harvard.edu
Facilities POIs	Mary Trainor, trainor@fas.harvard.edu
GSAS Staff & Graduate Students	Jennifer Flynn, jen_flynn@fas.harvard.edu
Museums	Barb Beaudoin, bbeaudoi@fas.harvard.edu
Science Division	Taylor Chang, taylorchang@fas.harvard.edu
Social Science Division	Jennifer Shephard, jmsheph@fas.harvard.edu

Local contacts for other schools:

https://huhs.harvard.edu/sites/default/files/Local_Contacts_for_Testing_Eligibility.pdf



Testing Details

How to Test

Watch the self-paced HTP training module to learn every step of the process—from creating your Color account to completing the self-swab.

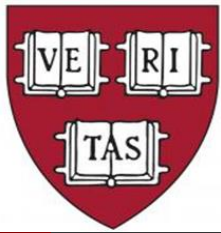
- [Self Administered Test Training](#)
- Instructions are included as an insert in the test kit

Where to pick up and drop off tests

Kits are no longer delivered to specific buildings or floors by OPRP. You can pick up a few tests and hold onto them in your desk. Key FAS drop off and pick up sites:

- [Science Center – Drop off and Pick up](#)
- [Northwest Labs – Drop off and Pick up](#)
- [Barker and CGIS – Pick up ONLY](#)
- [Find a drop off location](#)

More information available: [Keep Harvard Healthy Testing & Tracing](#)




Updates to the Crimson Clear Website

As of May 29, 2021, daily attestations in Crimson Clear are no longer needed to be on campus.

Crimson Clear should still be used to report symptoms and contact HUHS.

Crimson Clear will now display an **individual's vaccination status, testing cadence and their Color account email.** Login via HarvardKey.


 **Crimson Clear**

COVID-19

Vaccination Status
Name: John Harvard


Vaccinated

Manufacturer: Pfizer
Dose 1: 04/25/2021
Dose 2: 05/11/2021

COVID Testing Information 

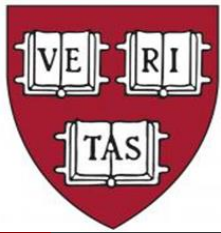
Testing Group Lives in undergraduate housing: weekly

Last Test Rcv'd Tuesday, June 01

Color Provisioning Email  john_harvard@harvard.edu

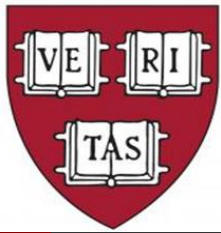
To manage alerts for COVID testing and results, [visit your Color.com account.](#)

If you believe your listed Testing Group is not correct, please reach out to [your school/deparment's local contact for testing](#) .



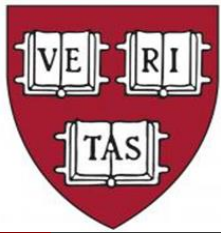
Mask Guidance and Procurement

- Masks are required indoors for BOTH vaccinated and unvaccinated community members and Harvard will be providing disposable masks
- Departments are responsible for ordering masks for their departments through WB Mason
 - Masks ONLY should be charged to Tub.Org.6640.Fund.600159.0004.00000
 - Admin Ops will reimburse departments for mask charges quarterly
- Clear masks are available for teaching
 - New University vendor - Safe'N'Clear carries FDA approved, EH&S approved surgical masks with clear window
 - Initial supply available through Admin Ops until supplier is live in B2P
 - Please contact Sean McQuarrie, (smcquarrie@fas.harvard.edu) to obtain a supply for departmental language classes



Contingency Planning and Ongoing Monitoring

- With the spread of the Delta variant many are asking about what Harvard will do if Covid-19 cases start to rise again in our community
- The following University offices are actively involved in tracking and responding to the ongoing spread of Covid-19:
 - Harvard University Health Services (HUHS)
 - Environmental Health and Safety (EH&S)
 - Campus Services
 - Office of the President and Provost
- The health and safety of our community remains our top priority so the University is prepared to adapt our operations as needed.
- **Please be sure to read all emails from FAS and Central Offices in a timely manner as guidance will continue to change.**
(e.g. use of Emergency Excused Absence for Dependent Well Care days was extended to 12/31/2021)



Return to Campus Terminology

To enable campus re-opening, FAS, HUIT and HUHS rely on many connected systems and processes:

- **Color.com:** Online test administration tool. Activate a test kit online and get your results. Sends reminders and notifications to individuals in our testing program
- **Crimson Clear:** Testing cadence look up and symptoms attestation tool for everyone on campus (daily attestation no longer needed as of May 29, 2021)
- **Eligibility file:** List of all individuals with an on-campus presence who will be added to our fall testing population.
- **Harvard University Clinical Lab (HUCL):** HUCL is an on-campus testing lab for processing COVID-19 tests, located in Northwest Labs, that dramatically reduces the per-test turnaround time
- **HUHS Patient Portal:** Open to all students and employees, upload your vaccination details or register for vaccination appointment
- **Testing Groups:** Four testing groups for fall, based on campus presence. Your testing group + your vaccination status (only known to HUHS) determines your testing cadence.



Student Move In

Zak Gingo

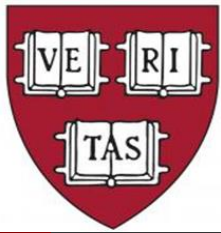
Associate Dean for Physical Resources



HUIT Support Options & Crimson Print

Bill DeSimone

Director of Support Services, HUIT



Crimson Print Overview

What is Crimson Print?

- Crimson Print is a managed printing platform that creates a more convenient, secure, and sustainable printing environment

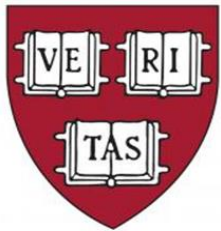
What are the benefits?

- Increased security and confidentiality
- Cost and waste reduction
- Flexible printing practices (find-me-printing, flexible device types, flexible release methods)
- Integrated scanning (email, OneDrive, and more!)
- Crimson Cash integration

How do I learn more?

- Submit a ticket via the IT Help portal
 - **Subject / Short Description:** I'd like to learn more about implementing Crimson Print for [insert department/group]
 - **Request details:** Include a brief description of your department users (staff, faculty, students) and any key features of interest or current issues you are looking to resolve through implementing Crimson Print



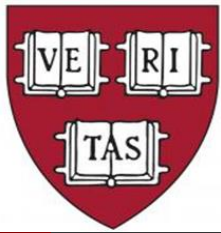


Cost Reduction Example: FAD (Crimson Print & Ricoh Updates)

FAD reduced total device count by 48 printers (annual savings projected to be \$23K)

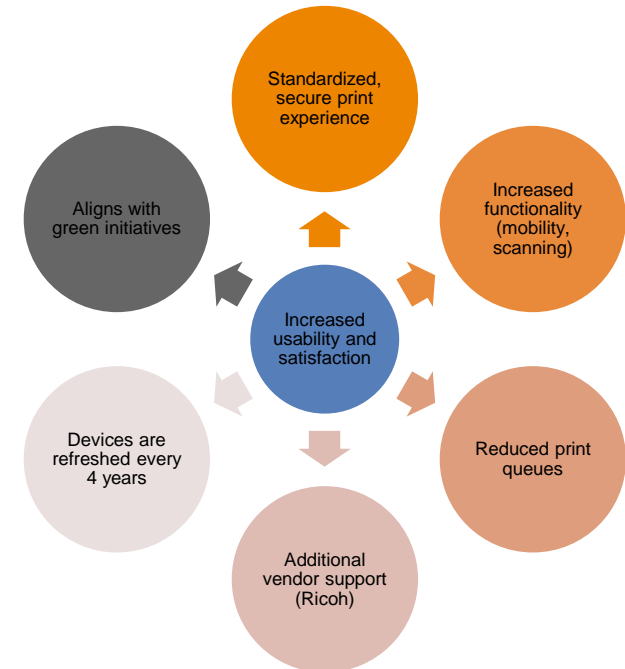
Current / Future	Monthly Expenses	Monthly Volume	User to Device Ratio	Cost per Page	Number of Devices	Number of Models
Current State	\$ 7,797.82	136,772	3:1	\$ 0.0570	68	39
Proposed	\$ 1,609.50	41,977	0	\$ 0.0383	6	4
Remaining	\$ 4,230.88	94,795	0	\$ 0.0446	14	11
Future State	\$ 5,840.38	136,772	12:1	\$ 0.0427	20	15
Difference	\$ 1,957.44	0	0	\$ 0.0143	48	24
Percent Change (Reduction)	25%	0%	0%	25%	71%	62%
Savings & Financial Impact						
Monthly Savings			\$ 1,957.44			
Annual Savings			\$ 23,489.29			
48 Month Savings			\$ 93,957.17			

Environmental Impact						
	Qty	Electricity CO ₂	Paper CO ₂	Trees Needed to Offset CO ₂	Paper Cost	Electricity Cost
Current State	68	44,549	54,078	2,358	\$29,497	\$2,736
Future State	20	8,013	54,078	1,482	\$29,497	\$494
Difference	48	36,536	0	876	\$0	\$2,242

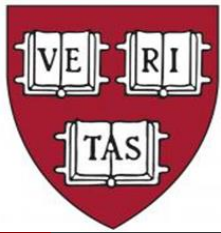


Crimson Print In Student Spaces

- **Student, lab, and common print areas will receive printer enhancements this Fall**
 - New *Harvard-Crimson-Print* queue for all new printers
 - 74 new color desktop & full-size floor model printers
 - Where buildings have multiple printers, we will be moving to a model where printers are located on every other floor and are in common areas where possible
- **Transition:**
 - Printing will remain available in all areas as the updates occur
 - Students will be able to use both the **Harvard-Crimson-Print** queue and **Crimson-Print-Student-HP** queue until all Ricohs have been delivered and installed
- **Additional notes:**
 - Student resources are updated with new queue information; location data will be reflected as the updates take place (<https://huit.harvard.edu/crimson-print>)
 - No changes are being made to Crimson Print support



Printer updates are taking place throughout Fall startup based on Ricoh device availability and delivery options.



How do I seek assistance from HUIT?

Online Support (HUIT.Harvard.edu/ithelp)

- Chat Support
- Browse our Knowledge Base
- Submit a Ticket

Phone Support

- 617-495-7777
- HUIT will offer extended hours during first 2 weeks of class (Open till 8pm!)

Remote Desktop Support

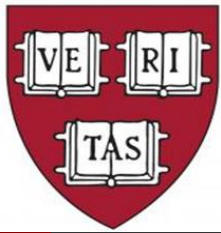
- The Field Support & Service Desk teams have combined forces to provide a robust remote service offering using remote tools like Bomgar

In-Person Support

- Book an appointment now at the Science Center! - [In Person Appointments](#)
- Available for any issue that cannot be resolved remotely
- You can still opt to wait for Field Support tech to come to you – longer lead time

Schedule a departmental return

- Managers may consider organizing return-to-campus days before the semester begins. Please contact Matt McDonald mcdonal@fas.harvard.edu in HUIT to schedule these group events



In-Person Support Center (WISC)

Serves Faculty, Staff and Students

- Available to larger audience
- Service by appointment after remote service options have been exhausted

Machine Repairs

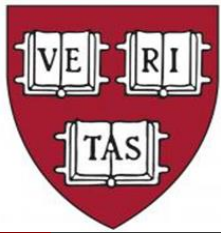
- Warranty repairs for all HUIT-Managed Devices (Apple & Dell)
- Student Repairs

New Machine Deployments

- Hub of operations for Computer refresh program

Equipment Loans

- Will house loaner pools for all purposes



Helpful Links and Tips

- Reminder - Tips for Returning
 - If you have a desktop on campus that has not been powered up, bring a laptop to work on while desktop is patching
 - Decide which location will contain your HUIT provided peripherals
 - Bring all docks and cables that were provided during refresh
 - Contact HUIT if you cannot connect your devices
 - Be aware of serious supply chain delays
- [HUIT Return to Campus Page](#)
- [HUIT Tools and Services for Faculty](#)
- [Academic Pricing](#)



Administrative Systems Update

Stephanie Nasson

*Senior Director of Administrative
Operations*



September offerings

- Aurora TF/TA – 9/1 & 9/9
- First Friday Drop In – 9/3
- Chart of Accounts – 9/14
- HART – 9/15
- Concur - 9/15
- Aurora Reporting – 9/16
- B2P Requestor – 9/22
- B2P Approver – 9/23
- Journal Transfers – 9/23
- Concur Tips & Tricks – 9/28
- PeopleSoft 9/29

*Were
Back*

For system access, please
use the new AppSec forms
available on
finance.fas.harvard.edu

- Please enroll via the Harvard Training Portal



Finance Fundamentals – Round 2!

- Remaining dates for the next offering of Finance Fundamentals:
 - Monitoring Funds – September 21st
 - Maximizing Funds – October 6th
 - Mastering Procurement – October 21st
- All sessions will be held from 10:00 a.m. – Noon
- Please enroll via the Harvard Training Portal