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<th>Agenda</th>
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<td><strong>HUHS, EH&amp;S Panel Discussion</strong></td>
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<td><strong>Administrative Operations</strong></td>
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Introduction

Mary Ann Bradley
Associate Dean for Administrative Operations
HUHS and EH&S Panel Discussion

HUHS: Dr. Giang Nguyen, Maria Francescon

EH&S: Bill VanSchalkwyk, Cindy Parenteau
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.
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](#)
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.

<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>Twice/week</td>
<td>Every 4 Days</td>
<td>After 7 days</td>
</tr>
<tr>
<td></td>
<td>Vaccinated</td>
<td>Once/week</td>
<td>Every 7 Days</td>
<td>After 10 days</td>
</tr>
<tr>
<td>Living in graduate housing (GH)* &amp; All other students, employees and POIs with an on-campus presence (OC)</td>
<td>Unvaccinated</td>
<td>Twice/week</td>
<td>Every 4 Days</td>
<td>After 7 days</td>
</tr>
<tr>
<td></td>
<td>Vaccinated</td>
<td>Once/week</td>
<td>Every 7 Days</td>
<td>After 10 days</td>
</tr>
<tr>
<td>Infrequent on-campus presence (IF)</td>
<td>All</td>
<td>Monthly</td>
<td>Every 30 Days</td>
<td>After 35 days</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Contact / Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration &amp; Finance</td>
<td><a href="mailto:adminops@fas.harvard.edu">adminops@fas.harvard.edu</a></td>
</tr>
<tr>
<td>Arts &amp; Humanities Division</td>
<td><a href="mailto:adminops@fas.harvard.edu">adminops@fas.harvard.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>Brant Berkstresser, <a href="mailto:bberkstr@fas.harvard.edu">bberkstr@fas.harvard.edu</a></td>
</tr>
<tr>
<td>College undergraduates &amp; residential staff</td>
<td><a href="mailto:testingquestions@fas.harvard.edu">testingquestions@fas.harvard.edu</a></td>
</tr>
<tr>
<td>College non-residential staff</td>
<td><a href="mailto:testingquestions@fas.harvard.edu">testingquestions@fas.harvard.edu</a></td>
</tr>
<tr>
<td>DCE</td>
<td>John Langridge, <a href="mailto:john_langridge@harvard.edu">john_langridge@harvard.edu</a></td>
</tr>
<tr>
<td>Facilities POIs</td>
<td>Mary Trainor, <a href="mailto:trainor@fas.harvard.edu">trainor@fas.harvard.edu</a></td>
</tr>
<tr>
<td>GSAS Staff &amp; Graduate Students</td>
<td>Jennifer Flynn, <a href="mailto:jen_flynn@fas.harvard.edu">jen_flynn@fas.harvard.edu</a></td>
</tr>
<tr>
<td>Museums</td>
<td>Barb Beaudoin, <a href="mailto:bbeaudoi@fas.harvard.edu">bbeaudoi@fas.harvard.edu</a></td>
</tr>
<tr>
<td>Science Division</td>
<td>Taylor Chang, <a href="mailto:taylorchang@fas.harvard.edu">taylorchang@fas.harvard.edu</a></td>
</tr>
<tr>
<td>Social Science Division</td>
<td>Jennifer Shephard, <a href="mailto:jmsheph@fas.harvard.edu">jmsheph@fas.harvard.edu</a></td>
</tr>
</tbody>
</table>

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
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.
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 though Admin Ops until supplier is live in B2P
  - Please contact Sean McQuarrie, (smcquarrie@fas.harvard.edu) to obtain a supply for departmental language classes
• 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)
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
FAD reduced total device count by 48 printers (annual savings projected to be $23K)

<table>
<thead>
<tr>
<th>Current / Future</th>
<th>Monthly Expenses</th>
<th>Monthly Volume</th>
<th>User to Device Ratio</th>
<th>Cost per Page</th>
<th>Number of Devices</th>
<th>Number of Models</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current State</td>
<td>$7,797.82</td>
<td>136,772</td>
<td>3:1</td>
<td>$0.0570</td>
<td>68</td>
<td>39</td>
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<tr>
<td>Proposed</td>
<td>$1,609.50</td>
<td>41,977</td>
<td>0</td>
<td>$0.0383</td>
<td>6</td>
<td>4</td>
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<tr>
<td>Remaining</td>
<td>$4,230.88</td>
<td>94,795</td>
<td>0</td>
<td>$0.0446</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>Future State</td>
<td>$5,840.38</td>
<td>136,772</td>
<td>12:1</td>
<td>$0.0427</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>Difference</td>
<td>$1,957.44</td>
<td>0</td>
<td>0</td>
<td>$0.0143</td>
<td>48</td>
<td>24</td>
</tr>
<tr>
<td>Percent Change (Reduction)</td>
<td>25%</td>
<td>0%</td>
<td>0%</td>
<td>25%</td>
<td>71%</td>
<td>62%</td>
</tr>
</tbody>
</table>

**Savings & Financial Impact**

- Monthly Savings: $1,957.44
- Annual Savings: $23,489.29
- 48 Month Savings: $93,957.17

**Environmental Impact**

<table>
<thead>
<tr>
<th></th>
<th>Qty</th>
<th>Electricity CO₂</th>
<th>Paper CO₂</th>
<th>Trees Needed to Offset CO₂</th>
<th>Paper Cost</th>
<th>Electricity Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current State</td>
<td>68</td>
<td>44,549</td>
<td>54,078</td>
<td>2,358</td>
<td>$29,497</td>
<td>$2,736</td>
</tr>
<tr>
<td>Future State</td>
<td>20</td>
<td>8,013</td>
<td>54,078</td>
<td>1,482</td>
<td>$29,497</td>
<td>$494</td>
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<tr>
<td>Difference</td>
<td>48</td>
<td>36,536</td>
<td>0</td>
<td>876</td>
<td>$0</td>
<td>$2,242</td>
</tr>
</tbody>
</table>
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](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](mailto: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

• Please enroll via the Harvard Training Portal

For system access, please use the new AppSec forms available on finance.fas.harvard.edu
Finance Fundamentals – Round 2!

- Remaining dates for the next offering of Finance Fundamentals:
  - Monitoring Funds – September 21\textsuperscript{st}
  - Maximizing Funds – October 6\textsuperscript{th}
  - Mastering Procurement – October 21\textsuperscript{st}

- All sessions will be held from 10:00 a.m. – Noon
- Please enroll via the Harvard Training Portal