

# **FAS Administrators' Town Hall**

**August 6, 2020**  
**Zoom**



# Agenda

**Welcome**

Leslie Kirwan

**Financial Update**

Leslie Kirwan, Jay Herlihy

**Human Resources**

Chris Ciotti

**Administrative Operations**

Mary Ann Bradley

**Closing / Q & A Session**

Leslie Kirwan



# Welcome

**Leslie Kirwan**

*Dean for Administration and Finance*



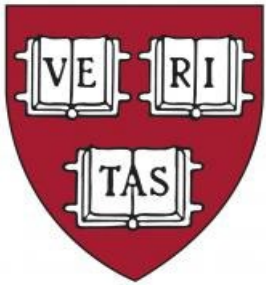
# Financial Updates

**Leslie Kirwan**

*Dean for Administration and Finance*

**Jay Herlihy**

*Associate Dean for Finance*



# Human Resources Update

**Chris Ciotti**

*Associate Dean for Human Resources*



# Being on Campus During Covid-19

## What you need to know:

- Most members of the FAS community will continue to work remotely. However, a small number of FAS individuals may need be on campus in order to perform their jobs.
- All members of the Harvard community who return to campus will need to comply with all applicable Harvard-wide requirements.
- Written approval by the local/divisional FAS ad dean or unit leader will be required before FAS managers can authorize staff to be on campus.
- To the extent possible, staff member schedules should be flexible in order to accommodate new workplace density and physical distancing requirements.
- Please refer to the University's guidelines on [Covid-19 workplace capacity](#) when making decisions about which individuals need to be on campus.



# Being on Campus During Covid-19

- **All members of the Harvard community will be required to:**
  - Take the Covid-19 Safety Awareness Training (on the Harvard Training Portal)
  - Attest that they are symptom free every day using the Crimson Clear mobile app (or a paper form)
  - Comply with viral testing requirements (if applicable)
  - Execute an attestation form and familiarize yourself with Harvard's Covid-19 workplace policies and guidelines
- **A Return to Campus Toolkit on the FAS HR website will include:**
  - The Return to Work form to be completed by managers and submitted to divisional Ad Dean before returning any staff to work on campus
  - The Attestation form to be signed by all staff who come to campus
  - Template for a Return to Work letter to employees from managers
  - Return to Campus checklists for both staff and managers
  - Return to Campus FAQs for managers and employees
- While the Attestation form and the Return to Work form must be completed, divisions can customize Toolkit materials as appropriate, including calling for stronger safety protocols.



## Mental Health and Wellness @ Harvard During COVID-19

- **Ten Percent Happier app:** Designed to increase resilience, self-awareness, and compassion through mindfulness, this well-received app is now free for Harvard benefits-eligible employees.
- **Resilience, Recover, and Renewal (RRR) Initiative:** Aimed at supporting Harvard employees during COVID, RRR (developed by CWD) provides resources to help respond to disruptive changes and challenges.
- **Fitness:** This year only, Harvard's health plans provide an annual reimbursement of up to \$150 -- to cover cardiovascular-related online fitness class subscriptions and home exercise equipment (treadmills and stationary bikes, etc.).

*Learn more at:* <https://hr.harvard.edu/wellbeing>





## Mental Health and Wellness @ Harvard During COVID-19

- **CDC:** The [CDC has a variety of resources](#) ranging from mental health, to coping with stress, to navigating isolation.
- **Chan School of Public Health** “[COVID-19 Mental Health Forum Series](#)”: Collection of YouTube Videos, including the following topics:
  - Creative Coping for Older Adults during COVID: How to Stay Safe and Sane
  - Staying active to support mental health and wellbeing during COVID
- **Harvard’s EAP:** Offers free, confidential assistance to staff and their household members regarding mental health. Two examples include:
  - [COVID Resources](#) on topics such as self-care, grief, and working from home
  - Webinar: [Staying Resilient While Coping with Uncertainty and Change](#)



# Administrative Support

**Mary Ann Bradley**

*Associate Dean for Administrative  
Operations*



# Staff Support: Decision-making Matrix for Department Administrators

Item/Product	1 <sup>st</sup> Option	2 <sup>nd</sup> Option, if Critical Need	Resource
Office supplies	Retrieve from office	WB Mason / PCard	Job aid
Furniture	Retrieve from office	Contact OPRP	<a href="https://www.ehs.harvard.edu/programs/ergonomics#telework-ergonomics">https://www.ehs.harvard.edu/programs/ergonomics#telework-ergonomics</a>
Technology	Retrieve from office	HUIT Loaner	HUIT Service Desk, x5-7777 <a href="mailto:ithelp@harvard.edu">ithelp@harvard.edu</a>
PPE	DA/Building Manager	N/A	University Protocol <a href="https://www.harvard.edu/coronavirus/health-wellbeing">https://www.harvard.edu/coronavirus/health-wellbeing</a>



# Questions





Be  
well