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 to 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](https://hr.harvard.edu/wellbeing)*
Mental Health and Wellness @ Harvard During COVID-19

• **CDC**: The [CDC has a variety of resources](https://www.cdc.gov) 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](https://www.harvard.edu) on topics such as self-care, grief, and working from home
  • Webinar: [Staying Resilient While Coping with Uncertainty and Change](https://www.harvard.com)
Administrative Support

Mary Ann Bradley
Associate Dean for Administrative Operations
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<th>2nd Option, if Critical Need</th>
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Questions