FAS Administrators’ Town Hall

June 9, 2021
Zoom
Agenda

Welcome

Financial Update

Return to Campus
  COVID Related Medical and Health Requests
  Return to Campus Toolkits
  COVID Safety Measures
  Technology Guidance for RTC
  Vaccination Poll

Office Message Encryption, PC Security

Administrative Operations

Closing / Q & A Session

Mary Ann Bradley
Jay Herlihy
Mary Ann Bradley
Michelle Hermans
Rachael Ellison
Zak Gingo, Matt Stec
Charles Kling
Mary Ann Bradley
Susan DeLellis, Tim Vaverchak
Stephanie Nasson
Mary Ann Bradley
Welcome

Mary Ann Bradley
Interim Dean for Administration and Finance
Financial Updates

Jay Herlihy
Associate Dean for Finance
Return to Campus

Mary Ann Bradley
Interim Dean for Administration and Finance
University Guidance

Recent Updates

- Out of State Payroll Guidance – Financial Administration
- Flexwork Policy and Guidelines – Harvard Human Resources
- Parking program updates - Campus Services
- Update to travel guidance - International Affairs
- Vaccination requirement: students, faculty, staff & researchers, FAQs – HUHS
- COVID Related Medical and Health Requests – University Disability Resources
- Childcare availability - Campus Childcare, Inc. (CCC)
FAS Return to Campus Work Group

What we are working on now:

Staff subgroup
- Technology options – ensure equity/transparency
- Staff survey on flex work – for departments to distribute
- Best practices for hybrid meetings
- Re-orientation checklist for managers
- Updated return to campus checklist employees
- Updated FAQs
FAS Return to Campus – Fall 2021

Principles

Health and Safety  Equity/Fairness
Experimentalism  Financial Sustainability

Support teaching, research and residential community
Let’s LEARN Together This Fall

L – **Listen** to health experts, faculty, researchers, staff and students

E – **Experiment** with different models of flex work

A – **Assess** the experiments

R – **Revise** and refine our plans and schedules

N – **Narrow** in on what worked
President Bacow’s Latest COVID-19 Update

Highlights from email dated May 28, 2021

- **Vaccine Requirement:** All Harvard community members including faculty, staff and researchers are required to be vaccinated if they will have any on-campus presence.
  - Exceptions granted for health and religious reasons
  - Unvaccinated individuals may be subject to additional public health measures

- **Masks:** Vaccinated people no longer need masks outdoors and unvaccinated people no longer need masks outdoors if physical distances can be maintained. Masks are still required indoors regardless of vaccination status.

- **Testing:** Beginning May 29th, anyone living in undergraduate housing will be tested twice a week (nonconsecutive days). All others who come to campus will be once a week.

- **Physical Distancing:** Physical distancing is required inside Harvard buildings for now. This policy will be revisited when higher levels of vaccination are confirmed.

- **Crimson Clear:** Beginning May 29th, Crimson Clear daily attestation is no longer required for those coming to campus
Emerging Questions from Recent Updates

- Will schools and units know who has been vaccinated?
- What if someone is not vaccinated and does not have an approved accommodation/modification/courtesy?
- Who will track who has been vaccinated?
- Who is included in “community” for the vaccination requirement – Visitors? Contractors? POI’s? etc.
- When will physical distancing requirements be relaxed for non-lab spaces?
Members of the Return to Campus Working Group

Co-chairs:
Mary Ann Bradley, Administration and Finance
Nina Zipser, Faculty Affairs
Chris Ciotti, Human Resources
Katherine Gates, Administrative Operations, Project Manager

Members:
Gillian Beecher Pierce, Office of Undergraduate Education
Christian Bray, Harvard Athletics
Tracie Cole, Division of Continuing Education
Rachael Dane, HPAC/FAS Communications
Sarah Elwell, Division of Science
Jennifer Flynn, Graduate School of Arts and Sciences
Zoe Fonseca Kelly, Faculty Affairs
Audrey Harmon, Human Resources
Andrea Kelton Harris, Human Resources
Pamela Landis, Division of Continuing Education
Sheree Ohen, Office of Diversity, Inclusion, and Belonging
Kaitlyn Santa Lucia, Harvard College
Jennifer Shepard, Division of Social Sciences
Matt Stec, Office of Physical Resources and Planning
## Where to go if you have questions

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Resource Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Questions</td>
<td>• <a href="mailto:CampusReturn@fas.harvard.edu">CampusReturn@fas.harvard.edu</a></td>
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<tr>
<td></td>
<td>• <a href="https://www.harvard.edu/coronavirus/faq/">https://www.harvard.edu/coronavirus/faq/</a></td>
</tr>
<tr>
<td>Websites</td>
<td>• <a href="https://adminfindean.fas.harvard.edu/return-campus">https://adminfindean.fas.harvard.edu/return-campus</a></td>
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COVID Related Medical and Health Requests

Michelle Hermans
Senior Accessibility Consultant,
University Disability Resources
Common Requests and Inquires Since COVID-19

- Animals on campus
- Ergonomic set-ups
- COVID-19 modifications/courtesies
- Concerns/Complaints re: interactive process
Animals

- Soaring adoption rates since pandemic
- Spike in requests to bring animals to campus
- Regulatory Guidance
- Considerations for animal policies at schools
Continued increase in ergonomic-related requests; current guidance is to outfit one working space (i.e. on-campus office or home office), however, multiple workspace set-ups may be necessary.
Accommodations vs. Modifications & Courtesies

- Expecting increased requests as employees return-to-campus
- Developed best practices based on EEOC, ADA, Rehab Act and COVID-19 guidance, and in consultation with OGC
- Importance of language as modifications/courtesies are temporary in nature
- Recommend clear articulation of all processes and expectations
### Request Type

<table>
<thead>
<tr>
<th>Reasonable Accommodation</th>
<th>Modification</th>
<th>Courtesy</th>
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<tr>
<td>- Workplace adjustment based on disability</td>
<td>- Workplace adjustment based on COVID-19 concerns related to employee’s own medical condition</td>
<td>- Workplace adjustment based on employee’s family/household member with COVID-19 concerns related to a medical condition</td>
</tr>
<tr>
<td>- Engage in usual and customary reasonable accommodation process</td>
<td>- Employee may or may not have a disability</td>
<td>- Timeframe is temporary</td>
</tr>
<tr>
<td>- Timeframe can be indefinite or permanent</td>
<td>- Timeframe is temporary</td>
<td></td>
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</table>

*reasonable accommodation process*
Temporary COVID-19 Modification/Courtesy Process

1. Employee submits completed Temporary Modification/Courtesy Request Form (located on UDR website) and supporting medical documentation
2. Determine if medical documentation is aligned with current CDC guidance re: high-risk categories
3. Identify options for recommended modifications/courtesies
   — Consult with other university experts, as applicable
4. Local unit/department determines which option(s) to implement and timeframe
5. Send decision email to employee (cc: HR, manager)
Return to Campus Toolkits

Rachael Ellison
Senior Organization Development Consultant, CWD
COVID Safety Measures

Zak Gingo
Associate Dean for Physical Resources and Planning

Matt Stec
Senior Director of Operations
Layers of Safety

VACCINATION

MASKING

VENTILATION

TESTING

Distancing, Cleaning, Other operational changes
Evolving approach

Out with the Old
• Crimson Clear
• Outdoor Masking
• Reduced capacity limits*
• Some cleaning procedures

In with the New
• Vaccine requirement
• HUCL for testing

Holding Steady
• Indoor masking
• Improved ventilation
• 6-foot distancing indoors
• Weekly testing
Technology Guidance for Return to Campus

Charles Kling
Managing Director, Support Services, HUIT
Vaccination Poll
Office Message Encryption (OME)

Susan DeLellis
Director, Project Management and Service Delivery, HUIT
OME and How to Get Started

OME is an easy way to send encrypted messages or files directly from your Microsoft Outlook or web desktop app. We recommend making Outlook your new default tool for sending secure data instead of Accellion Kiteworks.

Using OME

- Supports L4 data and below, file sizes <150 MBs in size
- Compose/send from your Microsoft 365 Outlook or web client
- Recipients can be internal or external to Harvard
- External recipients authenticate w/their mail service provider or one-time passcode
- We recommend the use of “Encrypt Only” option

Information & Good to Knows

- Encrypted messages must be opened by the owner of the account it was sent to (does not support email forwarding or delegate access)
- Only Microsoft distribution lists are supported
- Shared Mailboxes are supported with a special configuration (contact the Service Desk)
- An updated Outlook version is recommended

Learn how to get started with message encryption

For help contact ithelp@harvard.edu or 5-7777
Getting Started w/OME in Outlook (Windows)

New Email, Options, Encrypt

Encrypt-Only - This message is encrypted. Recipients can't remove encryption.

Permission granted by: susan_deellis@harvard.edu

From:
susan_deellis@harvard.edu

To:

Cc:

Bcc:

Subject:
Getting Started w/OME in Outlook (Mac)

New Mail, Options, Lock Arrow
PC Security Update

Tim Vaverchak
Director, Technical Shared Services, HUIT
## PC Security Update Summary

<table>
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<tr>
<th>WHY?</th>
<th>To strengthen the security of Windows computers and accounts and reduce the risk of compromise.</th>
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<tbody>
<tr>
<td>WHO?</td>
<td>FAS faculty and staff Windows users and Windows PC workstations that have been identified by the project and confirmed with the department. *Tablets and mobile devices do not require the security update.</td>
</tr>
<tr>
<td>WHAT?</td>
<td>Migrate to a new security platform (the University Active Directory).</td>
</tr>
<tr>
<td>WHEN?</td>
<td>The security update will be coordinated with each department on a rolling schedule through calendar year 2021. Department Administrators will be consulted to schedule the updates.</td>
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| BENEFITS?          | • Strengthen Harvard University’s security and reduce the risk of compromise to accounts and computers  
                      • Simplify the logon process by using your HarvardKey to access your computer, network drives, and more! |
Current Status

- Four pilots have been conducted to enable a progressively matured and simplified process
- Additional pilot planned for June to verify all learnings before expanding to all staff then faculty
  - Administrative Operations, Human Resources, Instructional & Technical Services, and Sponsored Projects Administration (June 22–24, 29–30)
- Approximately 1300 machines will be migrated as part of this project
What to Expect

As a Department Admin

– About 1 month prior to your department migration, you will receive a list of all users that will need to be migrated
– DAs will be asked to identify any users that will require additional support for their migration and their preferred date/time for the update

As a User

– **Before:** You will receive an email from HUIT_ActiveDirectoryProject@Harvard.edu providing migration details and an invitation to schedule a convenient migration time in the coming month
– **During:** After connecting to VPN, you will be prompted to enter your HarvardKey password, and the computer will reboot after 15 – 30 minutes
– **After:** Log in to your computer with your HarvardKey credentials to:
  • Verify all is working as expected,
  • Log in to applications which require HarvardKey (Zoom, Office 365)
  • Re-enroll in the Harvard networks (Harvard Secure wireless)
– Need help? The HUIT Service Desk will be available at 617-495-7777 and with a dedicated call option (#) for assistance with your Active Directory security update as well as our migrations team.
Q & A

• Questions
Quick Updates

• POI (Person Of Interest)
  ▪ Updated policy and system going live – July 15th
  ▪ Brown bags to be scheduled shortly

• HUBS has moved!
  ▪ hubs.huit.harvard.edu
  ▪ Sign-up for a training session (if you want a Facilitator-led session) or download the self-paced materials and/or attend one of our HUBS Office Hours sessions.
  ▪ https://wiki.
  ▪ harvard.edu/confluence/display/FSSHUBS/Training

• Fiscal Year End Resources
  ▪ https://finance.fas.harvard.edu/close-fiscal-year
Finance Fundamentals – Second round of dates!

• Dates have been added for the next offering of Finance Fundamentals:
  
  • Managing Cash - July 14th
  • Managing Compensation – July 21st
  • Mastering Reimbursements – July 28th
  • 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
Additional Trainings & Clinics

• Upcoming Admin Ops/ASAP trainings:
  • B2P Requestor – June 10th
  • HART – June 14th
  • General Ledger w/TLX – June 15th
  • B2P Approver – June 17th

• Survey to be sent to capture training needs for July & August

• Final Friday Drop in session
  • June 25th from 11:00 - Noon

• SPECTRA Refresher Clinic
  • June 16th

• Please check HTP for more details!