<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
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<tbody>
<tr>
<td>Opening Remarks</td>
<td>Leslie Kirwan</td>
</tr>
<tr>
<td>Financial</td>
<td>Leslie Kirwan, Jay Herlihy</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Chris Ciotti</td>
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<tr>
<td>Travel &amp; Card Services</td>
<td>Stacey Clifton</td>
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<tr>
<td>HUIT: Remote Work/Teaching Resources</td>
<td>Catie Smith, Alan Wolf</td>
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<tr>
<td>Research Administration Services</td>
<td>Pat Fitzgerald</td>
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<tr>
<td>Facilities</td>
<td>Zak Gingo</td>
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<tr>
<td>Administrative Operations</td>
<td>Mary Ann Bradley</td>
</tr>
<tr>
<td>Closing Remarks</td>
<td>Leslie Kirwan</td>
</tr>
</tbody>
</table>
Opening Remarks, Financial Updates

Leslie Kirwan
Dean for Administration and Finance

Jay Herlihy
Associate Dean for Finance
Human Resources Updates

Chris Ciotti
Associate Dean for Human Resources
As we navigate these uncharted waters together, please consider the University as a central resource for responses to COVID-19 questions. We encourage you to leverage the following resources as a first stop for all related questions and updates.

- Harvard Coronavirus website: https://www.harvard.edu/coronavirus
- Harvard Coronavirus FAQs: https://www.harvard.edu/coronavirus/faq
- Harvard Coronavirus Workplace Policies https://hr.harvard.edu/corona-virus-workplace-policies

Keep in mind that the information on these websites changes and evolves on a regular basis, given the unfolding circumstances around COVID-19.
<table>
<thead>
<tr>
<th>What you need to know now</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hiring</strong></td>
</tr>
<tr>
<td><em>Previously Extended Offers:</em></td>
</tr>
<tr>
<td>- All previously extended offers (both verbal and written) will be honored.</td>
</tr>
<tr>
<td>- Managers should work with these candidates to determine the best start date.</td>
</tr>
<tr>
<td><em>Open Requisitions (both new and replacement roles):</em></td>
</tr>
<tr>
<td>- No new job offers should be made for any currently open requisition until further notice.</td>
</tr>
<tr>
<td>- Recruiting efforts should continue only for those positions deemed critical by Leslie and Claudine.</td>
</tr>
<tr>
<td>- Further guidance will be provided regarding an approach and process for determining if positions are critical.</td>
</tr>
<tr>
<td>- Managers should not open a new requisitions without getting it approved as a critical position.</td>
</tr>
</tbody>
</table>
**CRF Process** | **What you need to know now**
--- | ---
Classification requests | **New CRF Requests:**
  - Managers should refrain from making any new *classification and reclassification requests* through the CRF process.

**Existing CRF Requests:**
  - Any reclassification and classification requests that have already been made within the CRF process will be suspended until further notice.

**Exceptions to the above:**
  - CRF requests for new positions (increases to FTE) or vacant reclassifications (replacement positions) that have been deemed *critical* may move forward for CRF review.
COVID-19 HR Key Focus Areas

<table>
<thead>
<tr>
<th>PMF Process</th>
<th>What you need to know now</th>
</tr>
</thead>
<tbody>
<tr>
<td>People and salary-related requests</td>
<td><strong>New PMF Requests:</strong>&lt;br&gt;• Managers should refrain from making any new people or salary-related requests (e.g. term extensions, reclassifications, equity increases, FTE increases, etc.) through the PMF process.</td>
</tr>
<tr>
<td></td>
<td><strong>Existing PMF Requests:</strong>&lt;br&gt;• Any people/salary-related requests that have already been made within the PMF process will be suspended until further notice.</td>
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<tr>
<td></td>
<td><strong>Exceptions to the above:</strong>&lt;br&gt;• PMF requests relating to positions and term extensions that have been deemed critical may move forward for PMF review.</td>
</tr>
<tr>
<td>What you need to know now</td>
<td></td>
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<tr>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Use of Contingent Labor (LHTs and Temps)</strong></td>
<td></td>
</tr>
<tr>
<td>Contingent labor should be limited or suspended in areas where work is slowing down, ceasing, or cannot be done remotely.</td>
<td></td>
</tr>
<tr>
<td>Bringing on or extending contingent staff should be necessitated by <strong>critical work</strong> that cannot be performed by existing regular employees (either remotely or non-remotely).</td>
<td></td>
</tr>
<tr>
<td><strong>Are LHTs and Temps eligible for the 30 day paid excused absence?</strong> No. Please see <a href="https://hr.harvard.edu/coronavirus-workplace-policies">https://hr.harvard.edu/coronavirus-workplace-policies</a> for more information.</td>
<td></td>
</tr>
</tbody>
</table>
What you need to know now

<table>
<thead>
<tr>
<th>Questions About Time Reporting</th>
<th>Harvard has provided updated guidance regarding time reporting during COVID-19. Please refer to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Harvard’s Coronavirus Workplace Policies webpage <a href="https://hr.harvard.edu/corona-virus-workplace-policies">https://hr.harvard.edu/corona-virus-workplace-policies</a></td>
</tr>
<tr>
<td></td>
<td>- This includes detailed information about the new 30 day excused absence benefit (for benefits-eligible staff).</td>
</tr>
</tbody>
</table>
## COVID-19 HR Key Focus Areas

<table>
<thead>
<tr>
<th>What you need to know now</th>
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</thead>
<tbody>
<tr>
<td><strong>Claims for Unemployment Benefits in Massachusetts</strong></td>
</tr>
</tbody>
</table>
| • Please refer to the Unemployment FAQ for all necessary information, which includes a link to the Massachusetts DUA site, which is needed to file an unemployment claim: [https://www.mass.gov/info-details/employee-unemployment-faq-covid-19](https://www.mass.gov/info-details/employee-unemployment-faq-covid-19)  
  • If you need additional information that cannot be answered by the above site, please reach out to your HR Consultant. |
| **I-9 Employment Verification** |
| • The Department of Homeland Security recently provided additional flexibility for I-9 compliance during COVID-19  
  • Please refer to the below website which provides detailed guidance on I-9 compliance: [https://oc.finance.harvard.edu/guidance-regarding-i9-collection-during-covid19](https://oc.finance.harvard.edu/guidance-regarding-i9-collection-during-covid19) |
Travel & Card Services Updates

Stacey Clifton
Sr. Manager of Travel, Expense and Card Services
Strategic Procurement
Travel Cancellations and Reimbursement Updates

- Travel Cancellation and Reimbursement Guidelines and FAQ’s can be found on the Travel Website - [https://travel.harvard.edu/coronavirus-reimbursement-faqs](https://travel.harvard.edu/coronavirus-reimbursement-faqs)

- **Airline Cancellations:**
  - Refund vs. Credits:
    - Refund - Amount refunded back to the original form of payment
    - Credit - Credit is applied to Traveler’s “Travel Bank” or Airline account for use at a later time
  - Airlines have waived cancellation fees, non-refundable tickets are still non-refundable
  - Re-booking rules vary by carrier, agents will be able to assist when re-booking
  - If booked through one of our preferred agencies – name changes might be allowed (depends on carrier)
Travel Cancellations and Reimbursement Updates Cont.

• **Airline Cancellations cont.:**
  – No visibility to tickets purchased directly through the airline or non-preferred agency

• **Hotel/Conference Cancellations**
  – Contact the Association or Hotel directly if a credit has not been automatically issued

• **Meeting Cancellations**
  – Each contract and meeting is different. Strategic Procurement is working on Guideline to assist meeting planners
  – Questions can be sent to - spcontracts@harvard.edu
Card Services Update

New Cards:

• Cards will temporarily be sent to cardholders at their homes

Citi Credits:

• Send cardholder name, amount of credit and 33 digit coding to fad_travelmgr@Harvard.edu.
  – Checks will be requested and applied to coding provided
  – Credits will in hidden in Concur

Limit Increases –

• Limits and MCC codes are being updated as needed
• Since increasing limits on the cards:
  – Citi is monitoring for “suspicious activity/potential fraud” and reaching out to cardholders
  – Card services is monitoring the declines
HUIT: Remote Work/Teaching Resources

Catie Smith  
Managing Director, Strategy and Planning

Alan Wolf  
Managing Director, Academic Technology Services
IT Resources for a Virtual Campus

Websites

- Teach Remotely – teachremotely.harvard.edu
- Learn Remotely – learnremotely.harvard.edu
- Work Remotely – harvard.edu/coronavirus/work-remotely
- IT for Working Remotely – huit.harvard.edu/remote

At-a-glance guides

- Zoom troubleshooting tips
- Home network troubleshooting tips
- Managing meeting participants in Zoom

Slack
Before you start using Zoom

1. Make sure you have the bandwidth to run Zoom. Check your internet speed, and then check Zoom’s system requirements.
2. Test your Zoom connection. Visit https://zoom.us/test/ to verify your connection works.
3. If you don’t have the bandwidth to run Zoom, you can request an invitation to dial into Zoom from the host.

What to do if you’re having problems

If Zoom is not working as it should, try:

1. Wait 90 seconds. Zoom will automatically retry connecting.
2. Move closer to your Wi-Fi router.
3. Turn off video. Video uses more bandwidth than audio.
4. Sign out and sign back in again. This will clear out any temporary issues.
5. Join by phone. You can dial into Zoom with phone access numbers provided in meeting invitations.

Enable enhanced privacy features before your meeting begins

As a host, you can enable enhanced privacy features to add an additional layer of security and control who participates in your meetings and classes. Click on the headers below for instructions on using these features.

- **Require a meeting password.** Adding a password to your meeting ensures that only participants with the correct password of your choice can join.
- **Add a waiting room.** A waiting room lets you place participants in a queue before they can be admitted to the meeting. You can admit participants one-by-one or all at once.
- **Lock your meeting.** When everyone is present, you can lock the meeting and prevent others from joining.

Manage participants during a meeting

Hosts can control the ways that participants interact in their meetings. You can better manage the meeting by doing any of the following:

- **Mute a participant.** People often leave their microphones on, which can allow others to hear their background noise. You can simply mute or unmute a participant to prevent them from being heard.
- **Stop a participant’s video.** If a participant is causing problems or is disrupting the meeting, you can stop their video.
- **Disable screen sharing.** If you’re worried that a participant might share sensitive information, you can disable screen sharing.
- **Remove participants.** In the rare event that a participant disrupts the meeting, you can remove them for any other reason, hold them for a brief period, or rejoin.

Remember, even though you may need help, contact the HUIT Service Desk.

**HUIT Service Desk**
617.495.7777

Monday - Friday: 7:30 a.m. - 6 p.m.
Saturday: 12 p.m. - 4 p.m.
Sunday: 12 p.m. - 4 p.m.

Before you start working

- **Test your network speed.** Check your internet speed. You’ll want at least 5Mbps to use Zoom and other collaboration tools.

What to do if your connection is slow

- **Move closer to your Wi-Fi router.** Getting closer to your router can improve signal strength. Wi-Fi extenders can boost the signal in other rooms.
- **Restart your router or computer.** Most routers have a reset button. If your computer isn’t connecting but other devices are still working online, reboot your computer.
- **Close other programs and limit streaming/large downloads while you work.** Other programs on your computer may consume processor or network resources. Try disconnecting or limiting use of other non-essential devices on your network.
- **Call your internet service provider or check their status website to determine if there are any known issues.** This will help you learn if the problem is widespread in your area or specific to your home.
- **Use a mobile hotspot.** A hotspot lets you share your phone’s data with other devices to access the internet. Check with your mobile provider to see if a hotspot is an option for you.
Slack Overview

Slack is a powerful tool to help Harvard engage our community in a remote environment. Slack enables students, faculty, and staff to engage in discussion through channels, direct messages, and more.

<table>
<thead>
<tr>
<th>Community</th>
<th>Approach and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS and University Faculty</td>
<td>• University-wide faculty and instructional staff workspace: Teaching Online</td>
</tr>
<tr>
<td></td>
<td>• Available now!</td>
</tr>
<tr>
<td>Harvard College</td>
<td>• Creating 17 Slack workspaces for the Houses and Yards</td>
</tr>
<tr>
<td>Houses, Yards, Student Groups</td>
<td>• Launch date: End of this week / early next week</td>
</tr>
<tr>
<td>FAS Courses</td>
<td>• Creating a Canvas button to enable faculty to create a Slack workspace directly from their Canvas sites</td>
</tr>
<tr>
<td></td>
<td>• Launch date: Pilot this week, available next week</td>
</tr>
<tr>
<td>FAS Labs, Research Groups, Areas, and Departments</td>
<td>• Piloting 5 departments/labs now</td>
</tr>
<tr>
<td></td>
<td>• Available soon</td>
</tr>
<tr>
<td>GSAS</td>
<td>• Planning approach and schedule now</td>
</tr>
</tbody>
</table>
IT Resources for a Virtual Campus

• Get IT help
  huit.harvard.edu/ithelp
  (617) 495-7777
  ithelp@harvard.edu

• Questions?
Research Administration Services
Update

Pat Fitzgerald
Associate Dean for Research Administration
Travel cancellations and allowability of non-refundable travel and related fees

- OSP FAQs for COVID-19 Sponsored Guidance
- RAS advice and support: contact Charlotte Gallant (cgallant@fas.harvard.edu)

Allowability of salaries on sponsored awards if work is not being conducted as planned

- NIH, NSF, DoD, DOE guidance enables us to continue to support researchers during period of remote work, even if work is reduced
- Awaiting guidance from non-federal sponsors
What can be purchased and/or shipped to home (or other remote sites) to complete work after lab wind-down?

- March 12, 2020 message from Deans Gay, Doyle and Stubbs notifying research groups to ramp-down research by March 18th

- The continuation of research projects requiring physical experimentation at a home during the university wind-down is prohibited

- Work at home raises a number of health and safety, and potential building and fire code related concerns that are subject to routine health and safety inspections and mitigation measures at the university laboratories and cannot be verified in a residential setting.
Increased Flexibility from Sponsors

What increased flexibility are sponsors giving to institutions to manage awards; application due dates, deadlines, cost allowability?

- Office of Management and Budget (OMB) issued a memo on March 19th allowing federal agencies flexibility in key areas of award management
- NIH, NSF, DoD, DOE have issued guidance to institutions
- Several non-federal sponsors have announced they will ease restrictions on current awards
  - Large number (330) have signed on to The Council on Foundations’ pledge to loosen restrictions. Impact of this initiative is unknown until we see guidance from sponsors
COVID-19 Resources for Faculty and Staff

Office of Sponsored Programs
The Office of Sponsored Programs has provided guidance on travel, proposal submission, salary, remote work, and other FAQs. You will also find a compilation of resources from Federal and Non-Federal Sponsors such as NIH, NSF, American Heart Association, and other useful guides.
https://osp.finance.harvard.edu/home

Research Administration Services
The COVID-19 public health emergency is impacting the research community in a myriad of known and yet to be known ways. This is intended to be a clearinghouse of Harvard Guidance and Federal Information related to research.
https://research.fas.harvard.edu/files/research/files/ras_covid_resources.pdf
SEAS & FAS Division of Science
This is a dedicated FAQs page with information to guide community members. Included you will find; Covid-19 reliable information sources, remote work, remote instruction, Zoom, research programs, lab operations, social /community aspects, and travel FAQs.
https://projects.iq.harvard.edu/coronavirus

Office of the Vice Provost for Research
The Office of the Vice Provost for Research has provided resources that can help guide faculty whose work has been impacted by COVID-19. The listed resources provide further guidance for sponsored research, laboratory operations, best practices for managing data remotely, quick links for updating data security plans, and FAQs that relate to Human Subject Research.
https://vpr.harvard.edu/node/1132734
Mail Information

• Mail Delivery
  ▪ Key resource: hums@harvard.edu
  ▪ Saturday processing suspended, otherwise normal delivery schedule
  ▪ All departments encouraged to email hums@harvard.edu to designate an off-campus address for delivery of first-class mail (one contact per department)
  ▪ Can reduce frequency of deliveries (some departments moving to weekly)

• Loading Dock/Equipment Deliveries
  ▪ Loading docks are still operational
  ▪ Please minimize deliveries of non-critical items
Building Information

• Building Managers
  ▪ Building Managers have implemented on-campus rotations, similar to winter storm response
  ▪ Building Managers and other facility staff are continuing walk-throughs of buildings multiple times per day to look for leaks, temperature anomalies, etc.
  ▪ Please continue to direct building-related questions to your respective building manager

• Custodial Services
  ▪ All custodians have received additional training in safe cleaning techniques
  ▪ All custodial providers reducing coverage on campus (consistent with less cleaning and social distancing guidance)
  ▪ University evaluating compensation for custodians who are not able to work on campus
• Security Services
  ▪ A number of security guards have been redeployed to meet changing needs across the FAS and University campuses
  ▪ Likely some minor reductions in overall security hours if remote work policies stay in place for extended period of time
  ▪ University evaluating compensation for security guards who are not able to work on campus
Administrative Operations Update

Mary Ann Bradley
Associate Dean for Administrative Operations
Administrative Operations – Training & Support Opportunities

- **April** training sessions now available in HTP:
  - Concur
  - General Ledger
  - HART

- Remaining **Finance Fundamentals** sessions:
  - Monitoring Funds – April 2
  - Maximizing Funds – April 29
  - Mastering Procurement – May 7

- Take one as a refresher or all six for a certificate

- **Survey** coming soon!
Administrative Operations - Additional Resources

• **Citi Card Services** – PCard, Corporate Card, Department Card
• [covid-19 invoice payment guidance.pdf](#)

New Website & Email address

• Leslie Kirwan’s new website: adminfindean.fas.harvard.edu

• Corona-related questions: [coronavirus_covid-19info@fas.harvard.edu](mailto:coronavirus_covid-19info@fas.harvard.edu)