Return to On-Campus Work FAQs for Employees
Updated for Return to Campus Planning 2021

Harvard places the highest priority on the health, safety and wellbeing of its faculty, staff, students, and researchers and the wider community. As employees prepare for the upcoming academic year and the resumption of on-campus activities and services, the following FAQs provide general guidance for the return to campus.

Please keep in mind that this guidance will evolve and is subject to change as we continue to evaluate the pandemic’s impact on our operations.

Q. Do I have to return to campus on August 2?

A. The University has been open throughout the pandemic, even while much of the work has been done remotely. Notably, many members of the Harvard community have been working on campus to sustain the essential services that protect the Harvard campus and community, staff the research enterprise, or support teaching and learning. Others have been working remotely or been on excused absence status.

University leadership has set Monday, August 2, as the **authorized date** for those who have been working remotely to return to campus. That said, there is no "one-size-fits-all" approach to returning to campus. Rather, each school and unit will make their own determinations, and we expect to see a variety of flexible approaches and varying return-to-campus dates based on respective needs and priorities. Each school/unit is developing its own plan, **driven by the business need to support the Harvard community and informed by up-to-date health and safety information**. In the coming months, your local leadership will communicate your area's plans, including when you may be expected to return to campus.

Q. Do I need to return to campus even though I've been working 100 percent remotely?

A. As noted above, there is no "one-size-fits-all" approach for a return to campus. We expect that going forward, more workers will be fully on campus, while other roles will be done in a "hybrid" work model, with some time on campus and some time working remotely. Still other positions may continue to be performed in a fully remote way, based on business need and supervisor approval.

Schools and units are considering what work models best fit their particular areas and needs and are ensuring those models align with the University's teaching, research and learning missions, and those administrative and operational priorities that support them. We will continue to learn more in the coming months and will adjust the plans as necessary during what we know will be a transition period.

Q. How do I know it's safe to come back into the office?

A. As Harvard brings more people back to campus, the Harvard community's health and safety will remain the top priority.

Throughout the University, the required health and safety standards have drawn on governmental guidelines, scientific evidence, and expertise in Harvard University Health Services (HUHS) and Environmental Health and Safety (EHS), which are reviewed and updated regularly.
You can learn about these health and safety protocols by reviewing Keep Harvard Healthy and the Harvard public online testing dashboard, which has updated information from our regular campus testing. Information is posted throughout Harvard buildings and workspaces to remind everyone of the required protocols.

In addition to the above, some schools/units may implement additional protocols. Please consult your manager for safety measures that are specific to your department and workspace.

If you have health conditions that may affect your ability to return to work on campus, please consult with your local HR office to see if a reasonable accommodation or temporary job modification (such as a change of schedule, location, or duties) could be made. Temporary job modification requests can be made here.

**Q. Will vaccines be mandatory?**

A. University leadership is continuing to review this issue. At this time, vaccines are not mandatory, but University health leaders strongly advise that all members of our community get the vaccine as soon as they are eligible. Harvard University Health Services (HUHS) requests that fully vaccinated individuals (staff, faculty, students, postdocs, research, and academic personnel) send a clear copy of their completed vaccination card to HUHS mrecords@huhs.harvard.edu. HUHS keeps this information secure and confidential. Sharing that you have been vaccinated will help the University understand the level of protection across our community and make informed decisions about policies and protocols. Also, be sure to make a copy or take a photo of your vaccination card and keep your card in a safe place in the event that the University requires the vaccine for some or all community members at a later date.

**Individually who have received the vaccination will still be required to abide by all existing health and safety protocols, including testing and daily attestation requirements.**

**Q. Do I tell my manager that I am vaccinated? Or that I am not vaccinated?**

A. You are not required to tell your manager your vaccination status. However, HUHS requests that you send a clear copy of your completed vaccination card to mrecords@huhs.harvard.edu. HUHS keeps this information secure and confidential. Sharing that you have been vaccinated will help the University understand the level of protection in our community to make decisions about future policies and protocols.

**Q. What if my manager says I have to return to work on campus, but I don't want to or believe the work doesn't require it?**

A. Employees who wish to request adjustments to their schedules or work location should connect first with their manager and then local HR to discuss their situation. In addition, Harvard's flexwork guidelines are currently being updated to acknowledge this transitional period and will be shared when complete. Employees may consult these guidelines to submit a formal proposal to their manager and to document the outcome.

In the coming months, more FAQs will be added as schools/units develop their plans for on-campus work. We will continue to update and add questions and answers. More information can also be found here:

**ADDITIONAL RESOURCES**

Leading and Managing in a Hybrid Work Environment: Toolkit from CWD
Testing and Contact Tracing

Q. Is testing for COVID-19 required before continuing or returning to work on campus?

A. Yes. Testing is required for all faculty and staff who will be on campus 4 hours per week or more. Harvard requires baseline and repeat testing (once, twice or three times per week depending on job role) -- as well as the completion of mandatory training on the Harvard Training Portal and daily self-reporting of symptoms using the Crimson Clear mobile app or a paper form -- before returning or continuing to work on campus.

Harvard provides free, unobserved, self-administered testing. Employees may use paid work time for testing and to drop off specimens.

Q. What if I have been tested or received a positive result for COVID-19 from a medical provider outside of Harvard?

A. You should notify HUHS at healthservices@huhs.harvard.edu — even if you do not receive care at HUHS, and even if you were working remotely before you became COVID positive. This helps us assess the impact on our community. You must not come to work on campus until you are medically cleared to return by HUHS. You can take paid sick time. Harvard’s temporary sick time policy during the Coronavirus pandemic allows for the advanced (that is, before it is earned) use of paid sick time for up to 14 days.

Q. Should I tell my manager that I have tested positive and that other colleagues may have been exposed?

A. You should tell HUHS, by email at healthservices@huhs.harvard.edu or via Crimson Clear. Then, if needed, a health care provider or contact tracer will advise others that they may have been exposed to the virus. You do not have to disclose specific health information to your manager or human resources when you request sick time, but you may choose to do so. Managers and HR should not identify a person who has tested positive or is ill and presumed to have COVID-19, nor should they advise other colleagues of potential exposure. This is considered personal, confidential information.

Q. Do I have to take part in contact tracing?

A. Yes, you are expected to cooperate fully with workplace contact tracing by the University or another official entity (such as a town or city, the Massachusetts Department of Public Health) relating to possible exposure at Harvard. These efforts are designed to be respectful of your privacy; information learned will be treated as confidential by medical and public health professionals. Your contacts will be advised if they have been exposed, but you will not be identified by name. Neither your Harvard manager nor Harvard HR will be informed that you are COVID-19 positive, though you may wish to disclose this information to them or your coworkers.

Face Coverings and Masks

Q. Do have I have to wear a face covering while at work?

A. Yes. It is required by the Commonwealth of Massachusetts under many circumstances, and by Harvard.
When on campus at Harvard, please note they must be worn when in public and when at work in the presence of others, even if physically distanced, and when in common spaces at Harvard to prevent surface contamination from droplets. Depending on your work environment and job role, as described here, different kinds of face coverings or masks may be required. Additional protective measures may be required in some work environments.

Consequences for not complying may include having access to Harvard buildings or campus revoked, which may result in loss of work and pay, and other disciplinary actions.

Quarantine and Isolation

Q. Do I have to self-quarantine if I have been exposed to COVID-19?

A. According to recent guidelines (spring 2021), individuals who are fully vaccinated (2 weeks from their last dose of the vaccine) do not have to quarantine if they are symptom free. If you are not vaccinated, the guidelines require you to quarantine. If you have questions about your exposure and whether to quarantine, please reach out to HUHS by email at healthservices@huhs.harvard.edu.

If you have symptoms (fever, cough, difficulty breathing), it is best to isolate and contact your health care provider for care and guidance. Once you have secured any needed medical care, please notify HUHS of your situation by email at healthservices@huhs.harvard.edu.

Q. When can I return to work after having had the virus?

A. You should consult this CDC guidance to learn more about when it is safe to be around other people. Your health care provider can help determine an individualized return-to-work date for you, as isolation periods may vary based on different circumstances. When you are ready to return, please seek medical clearance from HUHS and remember to complete the symptom attestation on Crimson Clear in order to obtain an entry pass.

Q. Do I need to quarantine after returning from personal travel or working out of state?

A. Please follow Harvard’s policy on testing and quarantine after travel, located here, which may be more restrictive than Massachusetts guidance about return from out-of-state travel.

Please note that employees routinely commuting to work from neighboring states in New England are not subject to these requirements every time they enter Massachusetts for work.

Remote Work

Q. I am at higher risk for complications from COVID-19 due to my age and/or an underlying health condition. Can I continue to work remotely?

A. Harvard is committed to working with faculty and staff to develop reasonable accommodations, formally under the Americans with Disabilities Act (the ADA), or less formally, as job modifications to reduce exposure and risk for those with greater risk of serious illness from COVID-19. In doing so, its aim is to keep all members of our community as safe as possible, while:

- providing essential or required services;
- sustaining the research enterprise;
- supporting students and academic programs; and
• resuming full operations when conditions permit.

If you have been advised to return to work on campus, and you are concerned about your risk and exposure due to your age and/or an underlying health condition (or that of a household member), please consult with HR about your options.

One option may be a temporary job modification. For example, you could be re-located to a more physically isolated workspace with minimal exposure to others, assigned to a small team with fewer coworkers, moved from front-of-house or front office operations to back-of-house or back office operations. You may be able to change your schedule so that you work fewer days per week on campus, or change your hours so that you are not commuting when streets and public transportation are more crowded. You may decide to begin driving to work.

However, if you and your department are unable to come up with a mutually agreeable modification of your on-campus work, you have these options.

1. Use personal days or vacation days to maintain your pay while taking time off
2. Voluntarily reduce your time commitment
3. Apply for an unpaid personal leave of absence, subject to manager approval. Please be aware of the effect taking an unpaid leave can have on your benefits if you exercise this option.

Once these benefits have been exhausted, you may need to get a different job that permits remote work, resign or retire.

To learn more about the option to request a formal disability accommodation under the ADA, please consult this page.

Q. Can I work out of state if my work can be done remotely?

A. Yes, you may work in the U.S. (but outside of Massachusetts or California, the two states where Harvard is registered to do business) until 90 days after the Governor declares an end to the public health emergency, and assuming you are available to return to on-campus work when called or as needed. More information about this complex topic is available here:


Please keep in mind that returning to work may be delayed if Harvard or Massachusetts is still requiring a period or quarantine for its residents returning from most states, as is the case at present.

Q. Will Harvard pay for my internet to work remotely?

A. No. Harvard’s business expense policy does not permit reimbursement for household utilities including internet service. However, many departments are allowing staff to borrow their desk chairs and peripherals (such as large screens) to make long-term remote work more comfortable and ergonomic. Contact your manager or departmental administrator to arrange a specific time and way to collect these items, along with any needed office supplies and personal belongings.

Return to Work

Q. What if I am not at high risk of serious illness due to my age or an underlying health condition, but am fearful of catching the virus if I return to work?

A. Consider the steps you can take (such as hand washing, social distancing and mask wearing), and those that Harvard is taking (such as universal training, large-scale testing and contact tracing, enhanced cleaning and ventilation, reduced workplace density and sustained remote work for many, and universal symptom monitoring) to reduce your exposure and risk.
If you remain concerned, consult with local HR on temporary job modifications (such as a change of schedule, location, or duties) that could be made to further reduce your exposure and risk at work. You may wish to change your commuting method or the timing of your commute. If these measures do not address your concerns, your options can include taking paid time off, applying for an unpaid leave, resigning or retiring.

Q. Can I ask my coworkers if they have COVID-19?

A. You should not pressure anyone into revealing personal and/or medical information. What they choose to disclose will depend on your relationship. You can ask your colleagues how they are feeling in general, but should not inquire about a specific illness.

Q. Can my manager require me to go home (or stay home) if I have received a pass through the Crimson Clear process, but they think I am sick or have symptoms?

A. Yes. Even if you have self-reported that you are symptom free and obtain a Crimson Clear pass, if you are showing signs of respiratory illness, you can be asked to leave the workplace and stay at home until you are medically cleared to return by Harvard University Health Services.

Q. If I request an accommodation for a disability, do I have to submit medical or health information to Harvard to determine if I qualify?

A. Yes, you must submit a request and engage in an interactive process, typically involving local HR, to identify and implement reasonable disability accommodations that enable you to work.

Q. I am on a staggered schedule; how do I know I will not overlap with the next shift?

A. Harvard managers are encouraged to construct staggered schedules that allow 30 minutes between shifts when possible. You must make every effort to arrive and leave on time, so that there is very little chance of overlap between shifts. To enable greater social distancing at work, you may be asked to change your schedule to allow for staggered on-campus work shifts.

Time Away from Work

Q. My manager sent me home sick but I have no accrued sick time left. What should I do?

A. The temporarily enhanced sick time policy allows for the advance (before it is accrued) use of paid sick time for up to 14 days. It can be used for illness, to meet self-isolation or quarantine requirements stemming from exposure, or for the active care of dependents when they are ill or because of a disruption in their schooling or care related to COVID-19.

Q. What happens when I reach -14 days of sick time?

A. You will need to work with local HR to explore other options depending on your circumstances. Options may include using of other kinds of paid time off (e.g., vacation, personal), applying for short-term disability or unpaid leave, reducing your time status, or taking Time at Own Expense. Harvard’s extensive and flexible benefits are designed to provide as much support as possible during the pandemic, while being consistent and equitable to all employees, and helping the University recover and resume operations.

Q. What can I do if I cannot work due to childcare demands?

A. Harvard recognizes that school closures and lack of other childcare is a major stressor for working parents and has therefore provided a new benefit – dependent well care days, as described here:
Additional resources and supports that may be of help are summarized here. If none of these solutions work for your family, talk to local HR or your manager about options such as:

- reducing your time commitment or using paid time off;
- altering your regular work hours so that you may share child care responsibilities with others when they are not working;
- taking a leave of absence.