



**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 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](#). Questions about service animals can be found [here](#).

Q. Will vaccines be mandatory?

A. As we work to reach the high levels of vaccination needed to protect our community, **vaccines are required for all Harvard community members, including faculty, staff, and researchers**, who will have any on-campus presence. Exceptions will be provided for medical or religious reasons. Note that unvaccinated individuals may be subject to additional public health measures (e.g., masking, testing) above and beyond what is required of vaccinated individuals. Updates and information regarding the University's vaccine requirement can be found at the University's [vaccine webpage](#), and additional details will be added when available.

Community members are advised to complete their vaccination as soon as possible and **submit verification of vaccination to HUHS by July 15. Any community member who is already vaccinated and has not yet submitted verification of vaccination to HUHS should submit this information immediately because these data will inform additional policy decisions.** You can submit a copy of your vaccination card via email to mrecords@huhs.harvard.edu or use one of the encrypted options described on the University's [Verify Your Vaccine](#) webpage. Persons who have been vaccinated by HUHS do not need to submit such documentation, which is already on file there. HUHS keeps individual medical information secure and confidential.

Individuals who have received the vaccination will still be required to abide by health and safety protocols. For current protocols, please visit [Keep Harvard Healthy](#).

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

A. You are currently not required to tell your manager your vaccine status, these FAQs will continue to be updated if that guidance evolves. Community members are advised to complete their vaccination as soon as possible and **submit verification of vaccination to HUHS by July 15. Any community member who is already vaccinated and has not yet submitted verification of vaccination to HUHS should submit this information immediately because these data will inform additional policy decisions.** You can submit a copy of your vaccination card via email to mrecords@huhs.harvard.edu or use one of the encrypted options described on the University's [Verify Your Vaccine](#) webpage. Persons who have been vaccinated by HUHS do not need to submit such documentation, which is already on file there. HUHS keeps individual medical information secure and confidential.

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](#) have been updated to acknowledge this transitional period. Employees may consult these guidelines to submit a formal proposal to their manager and to document the outcome.

HUCTW members may also refer to Article VI, Flexibility in the [HUCTW contract](#) for more information.

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

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 or vaccination status.

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 required to because of job location or potential exposure), 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.

ADDITIONAL RESOURCES

[Keep Harvard Healthy](#) is an excellent resource for questions related to Covid-19

Please visit [Harvard University Health Services](#) for questions related to:

- Testing and contact tracing
- Masks
- Quarantine and isolation
- Vaccines
- Travel Guidance

Please visit [Harvard Transportation and Parking](#) for questions related to:

- Parking
- Commuting
- [New flexible commuting options](#)

Please visit [Environmental Health & Safety Covid-19 Resources](#) for questions related to:

- [Buildings/Facilities Operations, Systems and Management](#)
- [Remote work ergonomics](#)
- [Social distancing](#)
- [Eating and drinking at work](#)

Please visit the [Office of the Controller site](#) for questions related to:

- Out of State Workers