

WELLBEING RESOURCES FOR HARVARD UNIVERSITY FACULTY AND STAFF

WORKING TOGETHER IN AN UNCERTAIN TIME

The coronavirus has ushered us into a world without precedent. In these uncertain times, Harvard's priority is to maintain and support the health, safety, and wellbeing of our faculty, students, and staff; our communities of Cambridge and Boston; and our extended families around the world. This crisis will necessitate changes in how we work and teach, how students learn, and how we regard our own sense of wellbeing.

You can find the latest information on how the University is responding on [Harvard's coronavirus website](#), along with specific information for [faculty and staff working remotely](#), including technology tools, tips for maintaining your wellbeing, and resources for working at home with kids.



What does this mean for your work?

- Now that a majority of staff has shifted to remote work for the time being, many are grappling with school closures and public health directives to stay at home, while monitoring their own health and the health of loved ones. [Our workplace policies have been updated](#) to address these highly disruptive changes.
- Harvard intends to use telework to sustain operational continuity and maintain social distancing protocols. New guidance on how to implement effective telework is available to employees and managers on the [Coronavirus Remote Work Resources page](#) and in a new [Telework Continuity Tool Kit](#).

What does this mean for your medical needs?

- You can have live video or telephone visits with health care providers through [BCBS Well Connection](#), available to both BCBSMA and HUGHP members, and the cost-sharing for these visits for both COVID-19 and other services will be waived. Medical visits are available 24/7.
- Order [home delivery of your medications](#) from Express Scripts, your pharmacy benefit provider, eliminating the need to go out to the pharmacy (and saving you money).
- Another way to avoid extra trips to the pharmacy? Barriers to prescription refills have been lifted for a limited time. Find out if ordering early refills early [makes sense for you](#).
- In light of the COVID-19 situation, the deadline to submit expenses for the [2019 FSA, Reimbursement, and Copayment Reimbursement Programs](#) has been extended to June 1, 2020.
- In this stressful time, it's critical to reach out if you need help or to talk. Contact the [Employee Assistance Program](#) at 877-EAP-HARV (877-327-4278) for help with feelings of stress or anxiety, or [consult this advice from HUHS](#).

Also know that Harvard and its health plans are [waiving cost-sharing and copayments for certain coronavirus-related medical visits and tests](#).

IMPORTANT MESSAGE REGARDING UPCOMING RETIREMENT CHANGES

Earlier this year, Harvard [announced two changes for April](#): a streamlined investment lineup and a single, multi-vendor investment platform. These changes will still take place, with one important delay.

Due to stock market volatility, **Harvard is postponing the transfer of existing balances at Fidelity and Vanguard to the new TIAA administrative platform until further notice.** This will postpone a mandatory 15-business-day “blackout period,” during which Fidelity and Vanguard plan participants would not be able to see or reallocate their balances.

The changes

- As of April 9, 2020, the new TIAA platform and investment lineup will become active as originally planned.
- New accounts will be available on the TIAA platform, including for anyone with Vanguard and/or Fidelity accounts.
- All new contributions to Harvard retirement, TDA, and 457(b) accounts will be directed to your new account on the TIAA platform and into the default investments (view details in [Your Guide to 2020 Retirement Program Changes](#)).

You can make changes to your future investment allocations, update your beneficiaries in your TIAA account, and view your account balances. No new contributions or transfers will be directed to existing accounts at Fidelity or Vanguard after April 9, but existing balances will remain at these vendors and in your current investments. You can continue to view and manage these balances through your current vendor, and you will continue to receive quarterly statements.

You can learn more by viewing TIAA's [15-minute video overview of the changes and transitions](#).



LEARNING AND GROWTH

New challenges can be reframed as opportunities to learn and grow.

- You can use Microsoft Teams to make audio or video calls, chat, manage your calendar, and collaborate on Office 365 apps online. To make the most of Teams' functions, tools, and capabilities, [register for a free class](#) (HarvardKey required).
- Your [Employee Assistance Program](#) now features a revamped website where you can get remote counseling through both chat and telehealth options, find [proactive psychological tips](#) for working during the pandemic, and much more. [Register](#) for access to online training and personalized feedback.
- New to remote work? Need a refresher on Zoom or Microsoft Teams? Need help in dealing with change and managing stress? Managers and team members alike will appreciate taking the [Working Remotely courses on the Harvard Training Portal](#) (HarvardKey required) for an overview and pro tips.

LIVING AND WORKING

We're reaching out to make sure you have the support you need during this uncertain time.

- Need help paying for backup care for children or dependent adults? [The SOURCE program provides dependent care reimbursement](#) for full-time employees earning under \$75,000.
- Your family might qualify for scholarships to reimburse child care costs. Service and Trade Union members can apply for the annual child care scholarship between April 15 and May 13. Find more information on [HARVie](#). (Application deadlines for other employee groups are later this year.)
- Lunch date! All spring, Mindfulness at Work sessions, including Mindful Parenting, will be held midday via Zoom. [Register in the training portal](#).
- With the changes to how—and where—we work, Harvard Parking [has you covered](#). Your permit will be automatically extended without charge to you, or you may temporarily cancel your parking.

Thank you for all that you are doing during this difficult time. We will all get through this together.

To explore additional Harvard employee events, view the [full calendar](#) on HARVie.