

Return to Campus Checklist

Updated as of August 27, 2021

PRIOR TO VISITING CAMPUS (ONE-TIME PREPARATION)

- Review the [COVID-19 Safety Awareness Training](#) on the EH&S website.
- Review and bookmark the [University Coronavirus](#) information page, [FAQs](#), and the [HLS Return to Campus](#) page. Check back often for updates.
- Take the [Self-Administration of COVID-19 Test training](#) on the Harvard Training Portal.
- [Verify your Vaccination](#), if you have not done so already, by submitting your Vaccination Card to Harvard University Health Services (HUHS).
- If you need a Harvard ID Card, visit the [Smith Campus Center](#). You will need a government-issued photo ID.
**Please note, it takes approximately 1 hour after obtaining your card for your badge access to be activated. Please email facmgmt@law.harvard.edu to let them know you've received your HUID so they can align access.*
- **On your first day back:** create your [Color account](#) which will be used for COVID testing. Please allow 24 hours for Color to process your request. An error message may appear until you are able to fully create your account and activate your first test kit.

ONCE YOU HAVE RETURNED TO CAMPUS

- Check your [Color](#) test results and confirm your last test was negative.
- Assess your health for the day. If you are feeling symptomatic, complete the [Crimson Clear Health Attestation](#) and follow the instructions provided. Staff who are not cleared should notify their manager, faculty who are not cleared should contact [Catherine Claypoole](#).
You do not need to complete Crimson Clear if you feel well.
- Bring a [University-approved face covering](#) with you to campus or be prepared to obtain one on campus.
- Ensure you have your Harvard ID and office keys. Your ID is required to get into all buildings on campus.

WHILE ON CAMPUS

- Wear a [University-approved face covering](#) whenever indoors and in accordance with University and any other local policies.
- Follow good hygiene practices and any University or HLS specific safety requirements.

COVID TESTING DETAILS

- All University affiliates who are authorized to be on campus regularly must be tested based on their assigned cadence. For more information on the testing requirements, please visit the University's [Testing and Tracing webpage](#).

You must begin your testing cadence during the first week of your regular return to campus.

PREPARING FOR SELF-ADMINISTRATION

Harvard has contracted with Color, a health testing company, to administer the University's testing procedures, including providing testing kits, managing alerts for regular testing, and delivering test results to individuals.

- Vaccinated staff, faculty, and researchers will test once per week
- Unvaccinated staff, faculty, and researchers will test twice per week



A critical first step in this process is for you to [create your Color account here](#), if you do not already have one. You will need to use your Harvard email account to create your Color account. If you have questions about creating your Color account, please contact: support@color.com.

Each testing kit contains information on how to administer the self-test and there is also a [self-paced training module](#) in the Harvard Training Portal.

TESTING KIT AND DEPOSIT INFORMATION

Testing Kits will be delivered via internal mail to departments & faculty offices on a monthly basis. They can also be picked up at any of the following locations:

Beginning August 9th: WCC Concourse, weekdays between 10:00 AM - 4:00 PM

Beginning August 30th: HR Suite in Hauser Hall, weekdays between 9:00 AM - 4:00 PM

After you have collected your sample, deposit it as soon as possible in one of the collection bins

Hark Concourse in WCC

Langdell-Areeda Link

Signage will direct you to the bin's location.

Please note: Tests are collected from the bins on weekdays until 3:00 p.m.

You will receive both text and email notifications reminding you of your day to test and when you are behind on your testing cadence. These notifications will begin after your first test is completed.

The University's COVID-19 pandemic response measures, including our testing protocols, are designed to protect the health and wellbeing of every member our community.

For additional information, visit our [Return to Campus page](#) or review our [FAQs!](#)