

Color Key

REQUIRED BY ALL

AD-HOC ACCESS

REGULAR ACCESS

START HERE - REQUIRED TRAINING

SI COVID-19 Training (<https://si.skillport.com/>)

(Either placeholder SI email [i.e. smithj@si.edu] or WebTA login)

1. Safety Short: Coronaviruses and COVID-19
2. What to do if you have a positive test result
3. Health Screening Questions for Employees
4. Mandatory Use of Cloth Face Coverings
5. Proper Use of Cloth Face Coverings

Harvard COVID-19 Safety Awareness Training (EHS)

(30 minute, online) – HarvardKey login required

COVID Awareness (Email safety@cfa.harvard.edu)

Training session – usually Wednesdays @ 10:00 AM. Once registered, an invitation will be sent with meeting information. Sign / return attestation form emailed on completion.

DECIDE ACCESS NEEDS

"Ad-Hoc"

1 time / infrequent
Max: 4 hrs, 1x / week

"Regular"

Fixed schedule
in office

GET APPROVAL

3-5 days before: email building contact (see below) with requested date / time of day (AM or PM). Once approved, building contact will confirm via email.

Which building?

60 Garden

[Joyce Silberman](mailto:Joyce.Silberman), cc [Mike McCarthy](mailto:Mike.McCarthy)

160 Concord

[Muriel Hodges](mailto:Muriel.Hodges), cc [Mike McCarthy](mailto:Mike.McCarthy)

CDP

Your supervisor, cc [Mike McCarthy](mailto:Mike.McCarthy) (will fwd to Melinda Dillon)

Day of visit: Review [attestation form](#) confirming you are symptom-free and have not been in contact with anyone who has tested positively for COVID-19. **Please review this form separately for every ad-hoc visit.

DISCUSS W/ SUPERVISOR

GET APPROVAL

Email [Mike McCarthy](mailto:Mike.McCarthy) (cc your supervisor) with detailed rationale on-site presence. If approved, you will receive an email confirmation from Mike / Margaret Carroll with a set schedule**. If an SAO employee (not contractor or student) you will also receive an email confirmation from HR (Laura Conway).

Please adhere to confirmed schedule - times are arranged to minimize personnel overlap; by not coming in for a shift you may be preventing another employee's ability to enter the building at that time. **If you do not show up during an expected shift you are expected to indicate leave on your timesheet.

GET TESTED REGULARLY

Testing will be arranged via [CrimsonClear](#) and associated app "Color" - Mike McCarthy will outline the process after your approval.

GO IN TO THE OFFICE

For building-specific entrance policies, such as restricted entrances, **single-use mask pickup, and parking, please refer to your confirmation email.

On day of visit: use [CrimsonClear](#) **before** entering SAO/Harvard buildings to confirm you are symptom free / were not recently exposed to COVID-19.

Successful = "Clear" pass, valid for 23 hours

Unsuccessful = HUHS clinician will call to determine next steps.

While at the office you must wear a mask when entering / exiting and in all common areas

Do not 'piggyback' (follow someone in without letting the door close) or allow others to do so - scheduled visits are connected to your ID and failure to swipe in will result in you being marked as not following the schedule.

STAY INFORMED

[SAO / Cfa COVID-19 site](#)
[Harvard \(Office/Lab Re-entry\)](#)

[Smithsonian Institution](#) (SI login required)
[Harvard \(Environmental Health & Safety Office\)](#)

[MA COVID-19 Site](#)