

HARVARD CAMPUS SERVICES  ENVIRONMENTAL HEALTH & SAFETY	COVID-19 <u>Service Contractor Checklist</u> Audience: Staff Hiring/Managing Service Contractors	
	Creation Date: 05/29/2020	Revision Date: 03/15/2022
	Revision Number: 9.0	Control Number: CD057A
<i>The information that informs this document is updated frequently. Please check back regularly for revisions.</i>		

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This checklist is intended for any service contractor coming on Harvard University’s campuses. School/unit hiring managers can provide this checklist to their service contractors to help ensure their understanding of and adherence with Harvard University COVID-19 safety protocols. Construction projects may have additional requirements. Contact the site’s project manager/general contractor for applicable procedures and visit [EH&S Construction Support](#).



Expectations for On-Campus Service Contractors

Service contractors are responsible for the compliance and safe work practices of their on-campus personnel. This checklist provides the minimum expectations for service contractors while working on Harvard University's campuses with regards to the ongoing risk posed by COVID-19.

1. Health and Safety Plan

Service contractors are no longer required by state order to develop, maintain, and adhere to COVID-19 specific health and safety plans (HASP).

Service contractors are responsible for the compliance and safe work practices of their on-campus personnel and may choose to consult the following when developing their HASP:

- [Occupational Safety and Health Administration \(OSHA\) Hierarchy of Controls](#)
- [OSHA Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#)
- [Massachusetts COVID-19 Updates and Information](#)

2. Face Coverings and Physical Distancing

Beginning March 14, 2022, general use face coverings are optional in most indoor spaces on Harvard University premises. Limited exceptions apply.

All persons are welcome to continue wearing a face covering and should continue to have a suitable face covering on hand in case they need to enter a space where face coverings are required.

Prior to arriving on campus, service contractors should check with the local school or unit they are visiting to verify specific face covering policies that may be in place. Visit [Keep Harvard Healthy](#) for more information.

3. Vaccinations

Harvard University requires COVID-19 vaccination and a booster for all Harvard University community members (exceptions may be provided for medical or religious reasons). Schools/units that utilize embedded



vendors who possess a Harvard ID and who routinely work on campus interacting with students/faculty/staff are typically deemed Harvard University community members.

Unvaccinated persons should ensure they take steps to plan and protect themselves while on campus, including face coverings.

All Harvard University community members, including embedded vendors, are expected to have received and verified their COVID-19 booster with Harvard University Health Services (HUHS) by January 31, 2022.

Individuals who are not yet eligible to receive a booster dose by this date must receive and verify their booster dose with HUHS within 30 days after becoming eligible.

Visit [Verify Your Vaccination](#) for instructions on securely submitting your vaccination card to HUHS.

Schools and units may voluntarily choose to extend Harvard University's vaccination requirement to non-embedded vendors and service contractors provided following the protocol provided within [Harvard University On Campus Activity Guidance](#). Vaccination attestation requirements must be communicated to vendors directly through the hiring school or unit.

4. Travel: Testing on Return to Campus

The Massachusetts COVID-19 travel restriction is no longer in effect.

Harvard community members and embedded service contractors should complete a COVID-19 test on the day of their return to Massachusetts. Those enrolled in Harvard's testing program may come to campus to drop off a test.

There are no additional requirements for non-embedded service contractors, however following travel unvaccinated individuals are strongly encouraged to test on their own and ensure they are negative for COVID-19 within one calendar day prior to on campus activity. Visit [Keep Harvard Healthy](#) for more information.



5. Health Monitoring

A daily health attestation using Crimson Clear is no longer required in most cases. However, all personnel coming on a Harvard University campus, including service contractors and vendors, must continue to monitor their health. If they have any undiagnosed COVID-19 symptoms, they must stay home.

If at any time service contractors begin to experience any COVID-19 symptoms while on-site, or have tested positive for COVID-19, they must notify their supervisor immediately, return home, and contact their primary care physician for medical guidance.

6. Viral Testing

Embedded service contractors with a routine presence on campus for extended periods (e.g., security, specialty technicians, etc.) and who obtain an HUID are typically directed to participate in the campus COVID-19 viral testing program by their respective school/unit.

Non-embedded vendors and other service contractors (i.e., delivery drivers) who come on-campus less frequently and who have a routine presence onsite do not generally need to be enrolled in Harvard's testing program, but should refer to their school/unit contact for specific information on requirements.

7. Any Additional School or Department Requirements

Work with your Harvard University contact to identify any additional requirements that may apply.