

HARVARD CAMPUS SERVICES  ENVIRONMENTAL HEALTH & SAFETY	COVID-19 <u>Service Contractor Checklist</u> Audience: Staff Hiring/Managing Service Contractors	
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Introduction

This checklist is intended for any service contractor coming to Harvard University's campuses. School/unit hiring managers should provide this checklist to their service contractors to help ensure their understanding of and adherence with Harvard University COVID-19 safety protocols.

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 campuses with regards to the ongoing risk posed by COVID-19.

Permit-required and capital (larger-scale) projects may have additional requirements. Contact the site's project manager/general contractor for applicable procedures and visit [Environmental Health and Safety \(EH&S\) COVID-19 Construction Support](#).

Harvard University Requirements

1. [Health and safety plan](#)
2. [Face coverings and social distancing](#)
3. [Vaccinations](#)
4. [Travel restrictions](#)
5. [Daily health monitoring](#)
6. [Viral testing](#) (if routine on-campus presence is more than four hours per week and/or required by school contact)
7. [Positive COVID-19 case notification](#) (Harvard University, Harvard University Health Services (HUHS), and local Department of Public Health)
8. [Any additional school or department requirements](#)



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), but should incorporate considerations for vaccinated and unvaccinated staff into their existing company HASPs.

Service contractors should 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

Service contractors should be reminded that a suitable multi-layer face covering is required for everyone while indoors, except when alone in a closed workspace or while eating (even when six feet of distancing is maintained).

Outdoors, fully vaccinated persons are no longer required to use face coverings regardless of distancing.

Face coverings are required for unvaccinated persons when outdoors and six feet of distancing cannot be consistently maintained.

Face coverings are also required in public and private transportation systems, healthcare facilities, and other facilities housing vulnerable populations.

Ensure that service contractors have suitable face coverings for their work to be done on-campus and implement a method to monitor the proper use and fit of face coverings while they are on-campus.

3. Vaccinations

All Harvard University community members, including faculty, staff, and researchers, who will have any on-campus presence must be vaccinated. Embedded vendors with a Harvard University identification number



(HUID) and a regular on-campus presence are expected to comply with Harvard University's vaccination requirement.

Embedded vendors must verify their vaccination with HUHS by July 15, 2021.

Embedded vendors are those service contractors who support Harvard University on a routine basis, have an HUID, and assign one or more of their staff members to campus for an extended period of time.

Embedded vendors are usually on-campus with a frequency similar to Harvard University staff and often interact with the Harvard University community. Examples of embedded vendors are on-campus employees of Securitas, CW, and JL.

Not all Persons of Interest (POIs) who have been issued an HUID are classified as an embedded vendor.

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 Guidance for On-Campus Activity. Vaccination attestation requirements must be communicated to vendors directly through the hiring school or unit.

If a school or unit has determined that a POI is not embedded and does not meet the threshold for being enrolled in the Harvard University viral testing program, then they are not required to report vaccination status to HUHS, and the current system does not support storage of vaccination records for these persons.

Travel Restrictions

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

The [Harvard University post-travel COVID-19 testing and quarantine policy](#) is still in effect.

Embedded service contractors that are regularly on-campus and that are part of Harvard University's testing program should continue to comply with Harvard University's post-travel COVID-19 testing and quarantine policy.



Non-embedded vendors and service contractors who do not hold an HUID are encouraged to receive a COVID-19 test on the day of arrival through a [local clinic](#) or pharmacy at their own expense if traveling from out of state.

If non-embedded vendors and service contractors are traveling from international points of departure they should test again on day four or day five (in addition to the arrival date) and must avoid close, unmasked social activities on-campus, including social gatherings and dining with other unvaccinated people, until a negative result is received for the arrival test.

Keep documentation of any COVID-19 tests readily available in the event of an exposure or other public health need.

4. Health Monitoring

Daily health attestation via Crimson Clear is no longer required, but some schools may continue Crimson Clear use.

Consult with your school's contact prior to arriving on-campus to determine any school-specific expectations. Before coming on-campus all personnel, including service contractors, are required to monitor their health. If any person is experiencing symptoms they are encouraged to stay home.

If any person must come on-campus but is experiencing COVID-19-like symptoms, they must complete a Crimson Clear attestation and obtain clearance before coming on-campus.

The daily health attestation can be completed through the following methods (if still required by your school):

- The [Crimson Clear HUID/HarvardKey online portal](#) must be used by anyone with an HUID.
- The [Crimson Clear non-HUID online portal](#) must be used by anyone who does not have an HUID.
- The [Crimson Clear printable paper form](#) should only be used for those who cannot access the online forms. The form can be printed, filled out by hand, and brought to campus.

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.



The service contractor or their supervisor must complete the notifications detailed in [Notifications](#).

5. 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 required to participate in the campus COVID-19 viral testing program.

Non-embedded vendors and other service contractors who come on-campus less frequently and who have a routine presence onsite should refer to their school/unit contact for specific information on requirements and possible ongoing testing schedules.

The following risk categories can be used to help guide schools and units in determining the need for enrolling service contractors into the campus COVID-19 viral testing program or requiring other negative COVID-19 test attestation. Contractors/vendors who align with the description of “higher risk” should carefully considered for enrollment in the Harvard University viral testing program.

Higher Risk

Service contractors/vendors who:

- Have frequent, extended or close interaction (within six feet) with Harvard University community members.
- Utilize Harvard University’s non-public designated locations for eating and drinking.
- Work throughout Harvard University residential halls and dormitories.

Examples may include contingent workers, temp agency staff, service/maintenance contractors, custodians, dining workers, or consultants. In many cases, these contractors/vendors should be designated as a POIs and enrolled in the Harvard University testing program or requiring vaccination attestation (see [Vaccinations](#)).

Low Risk

Service contractors/vendors who:



- Have little to no interaction with the Harvard University community (are capable of consistently maintaining at least six feet of physical distancing).
- Do not utilize Harvard University's non-public designated locations for eating and drinking.
- Have an HUID for building access purposes only.

Examples include delivery personnel, landscapers, service/maintenance contractors able to perform work outdoors or independently such as roofers, painters, vending machine suppliers, and technicians collecting samples.

These service contractors must adhere to all current and applicable Harvard University COVID-19 policies and protocols, however they likely do not need to be enrolled in the Harvard University testing program regardless of whether they are entered in as a POI.

6. Notifications

Service contractors must make the following notifications once they are aware of any staff that were working at Harvard University who either test positive for COVID-19 or experience COVID-19 symptoms.

Staff may not return to campus until they have been properly cleared by the appropriate authorities.

Notifications for those that either test positive for COVID-19 or have COVID-19 symptoms:

1. Their Harvard University primary contact(s)
2. HUHS via email at clear@huhs.harvard.edu or phone at 617-495-5711

Phone instructions: Press the * (star key) and leave your contact information, explain your symptoms, and mention Crimson Clear in your message. A nurse practitioner will return the call in the order it is received.

Additional notifications if diagnosed with COVID-19:

3. The local Department of Public Health for the campus where you are working:
 - Cambridge campus: [Cambridge Public Health Department](#) (617-665-3826)
 - Boston/Allston campus: [Boston Public Health Commission](#) (617-534-5050)



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- All other campuses: Contact the local board of health as applicable

Service contractors should also work with their Harvard University contact to ensure that any physical spaces where that person has worked on campus have been appropriately cleaned and disinfected using an [Environmental Protection Agency \(EPA\) approved disinfectant](#) and proper cleaning protocols as detailed in [Cleaning & Disinfection Timing/Procedures: Presumptive/Positive Cases](#).

7. Any Additional School or Department Requirements

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