

<b>HARVARD</b> CAMPUS SERVICES  <b>ENVIRONMENTAL          HEALTH &amp; SAFETY</b>	<b>COVID-19</b> <u><b>Construction Site Guidelines: Harvard Personnel</b></u> <b>Audience: Harvard Employees Involved with Construction</b>	
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Under most circumstances, construction managers are responsible for maintaining proper health and safety protocols for construction sites under their control. This responsibility also includes any additional COVID-19 safety protocols. Therefore, Harvard personnel must also follow all site safety protocols (including COVID-19 safety protocols) while on a construction site that is controlled by a construction manager or contractor.

**Please note that Harvard personnel should visit construction sites for essential work only.**

If your visit is not essential for supporting the work-in-progress, please consider alternatives to accessing the job site (e.g., virtual meetings, video inspections, photos).

For essential work, Harvard personnel should follow these general protocols for conducting work on a job site:

1. Contact the construction manager and the Harvard project manager (or facility manager) to request access to the job site, preferably at least 24 hours in advance.
2. Review the safety plans, including the general Health and Safety Plan (HASP) for the site **and** the COVID-19 Safety Plan. Each job site is unique and may have slightly different protocols.
  - The COVID-19 Safety Plan should have a logistics plan that shows locations of COVID-19 infrastructure (e.g., hand-washing stations, egress points).
3. Wear a face covering when onsite, along with any other personal protective equipment (PPE) that is required (e.g., hardhat, safety glasses, high-visible vest).

You must bring your own Harvard-issued PPE. Do not use PPE issued at the project site or from a contractor.



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Harvard's face covering policy can be found in [Face Coverings: Use & Care](#).

- **Note:** Face coverings may be removed when social distancing allows or the donning of more protective PPE, such as a respirator or welding face shield, as required for certain job tasks.
4. On arrival, notify the person-in-charge at the site (usually a site superintendent) in accordance with the site protocols.
  5. Conduct your job assignment in accordance with safety protocols.
  6. When leaving, notify the person-in-charge at the site.
  7. Wash hands prior to or immediately after leaving the site.
  8. Follow-up with the Harvard project manager (or facility manager) to summarize the date and time of your visit.
    - This is important in case COVID-19 contact tracing needs to occur. Local authorities may mandate construction managers to conduct contact tracing if an individual at the site tests positive for COVID-19.

While on site, if you believe or suspect that COVID-19 safety protocols are not being conducted properly, please do not conduct your scope of work and notify the Harvard project manager and Harvard Environmental Health and Safety (EH&S).

If you witness minor infractions or are unsure about a certain protocol in preparation for or during your visit, please reach out to the Harvard project manager and EH&S and describe what had occurred.

If you are demonstrating symptoms or have had recent contact with someone who tested positive with COVID-19, please do not come to work and notify your supervisor and Harvard University Health Services (HUHS) at [healthservices@huhs.harvard.edu](mailto:healthservices@huhs.harvard.edu).



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## For Reference (Issued to Contractors)

### Harvard EH&S Construction Guidelines: Health and Safety Practices on Construction Sites in Massachusetts during the COVID-19 Crisis

The State of Massachusetts, the City of Cambridge and the City of Boston have guidelines for construction site health and safety to prevent the spread of COVID-19. Contractors must abide by the guidelines in the jurisdiction under which they are working.

Note that these guidelines may change, and it is the responsibility of the Contractor to use the most current guidelines.

As of the date of this document, the guidelines can be found here:

- **State of Massachusetts:** [COVID-19 Guidelines And Procedures For All Construction Sites And Workers At All Public Work](#)
- **City of Cambridge:** [City Of Cambridge Issues Mandatory Guidelines For Approved Construction Activity](#)
- **City of Boston:** [Temporary Guidance For Construction In The City Of Boston](#)