



General Prevention/Protection Practices

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Purpose

This Environmental Control Procedure (ECP) identifies and describes the general prevention and protection practices that all Campus Services staff should employ on campus to minimize the spread of COVID-19, the illness caused by the SARS CoV-2 virus. Minimizing the spread on campus depends on each person taking personal responsibility to understand and implement these practices.



This ECP is designed to supplement existing policies, plans, and procedures and to assist management in communicating these expected practices to personnel. Please know that more specific ECPs have been, and will continue to be, developed for specific work tasks and job designations to provide additional protection through a set of detailed work instructions. A listing of all current ECPs is available on the [Environmental Health & Safety \(EH&S\) website](#).

General Prevention and Protection Practices

All employees shall adhere to the following general prevention and protection strategies and practices while on campus:

1. Complete the COVID-19 Safety Awareness Training

This training course can be completed through the [Harvard Training Portal \(HTP\)](#) and provides an overview of basic COVID-19 safety precautions and guidance for University staff. All staff are expected to complete this training before returning to campus.

2. Self-Monitoring for Symptoms

Employees are expected to assess their health status daily before reporting to work. For most employees, daily completion of Crimson Clear health attestation is required. Check with your manager or supervisor to determine if required.

The most common symptoms of COVID-19 include:

- Cough that is not related to a chronic condition
- Shortness of breath or difficulty breathing
- Fever
- Fatigue
- Chills
- Muscle or body aches
- Sore throat
- Headache
- New loss of taste or smell
- Congestion or runny nose that is not related to seasonal allergies
- Nausea
- Vomiting and diarrhea



This list does not contain all possible symptoms. Other less common symptoms have been reported, so any new illness symptoms should be discussed with your healthcare provider.

If feeling unwell or experiencing any of the symptoms associated with COVID-19, report these to your health care provider for further guidance, and **do not** report to work. As always, notify your supervisor and Human Resources (HR) representative.

If a health care provider suspects or confirms that you have COVID-19, follow their guidance on the length of time you must remain at home, and notify your supervisor, HR representative, and Harvard University Health Services (HUHS) via email at healthservices@huhs.harvard.edu. Contact your healthcare provider to determine when to return to work and follow [Human Resources' Coronavirus Workplace Policies](#).

3. Assisting with Contact Tracing

Contact tracing is a process that identifies and then notifies persons who were in close contact with infected individuals of their potential exposure to COVID-19, and the need for them to quarantine. If you are sick and test positive, you should notify HUHS, your supervisor, and your HR representative. Expect to be contacted by a Public Health Contact Tracer, HUHS, or your HR representative to establish with whom you have had recent close contact in the workplace.

4. Testing

Employees returning to campus (Phase 2) may be required to be tested for the SARs CoV-2 virus via the HUHS testing program. For employees previously on campus, testing is optional. Tests are to be self-administered and results are usually available to employees within 24 hours. Check with your manager or supervisor to determine your need for testing and for more information.

5. Daily Use of Face Covering

The Commonwealth of Massachusetts, along with the Cities of Boston and Cambridge, have instituted emergency orders requiring the use of a face covering in public places and essential businesses.

Face coverings decrease the volume of large virus droplets that travel from a person's mouth and may be inhaled by another or may land on surfaces and cross-contaminate them.



A face covering can be a reusable cloth mask or a single-use, non-medical, disposable mask. These should be multi-layered, fit over your nose and mouth, and allow for easy breathing. Face coverings are not considered Personal Protective Equipment (PPE) and do not reduce the need to maintain proper social distancing in the workplace.

Refer to Harvard Human Resource (HHR) Coronavirus Workplace policies and the EH&S guidance document [Face Coverings: General Use](#) for additional information.

6. Maintain Social Distancing

Face coverings and masks alone will not prevent virus transmission. It is critical that personnel practice social distancing to limit close contact with others.

Personnel must remain at least six feet away from one another, avoid crowded places, and eliminate group gatherings or work tasks involving close contact. It is encouraged that personnel avoid face to face meetings by using digital communication methods (email, phone calls, Zoom, etc.), whenever possible. Jobs requiring multiple people should be adjusted or modified in a safe manner to eliminate or minimize the possibility for close contact.

Managers should review [HHR Coronavirus Workplace Policies](#) to identify appropriate strategies for maintaining low density work environments.

7. Practicing Good Personal Hygiene

Basic personal hygiene practices, including hand washing and coughing/sneezing etiquette, are critical in preventing the spread of the virus. Ensure that you wash your hands regularly, especially:

- Before touching eyes, nose, or mouth
- Before you eat
- Before putting on and after removing your face covering
- After using the restroom
- After touching any potentially contaminated surface
- After coughing or sneezing



Be sure to wash for at least 20 seconds using soap and warm water. If you are not near a handwashing sink, use a hand sanitizer with at least 60% alcohol. If you feel the urge to cough or sneeze, do so into a tissue or into your inner elbow, even if you are wearing a mask or face covering.

8. Implement Cleaning and Disinfection of Workspaces/Shared Equipment

Due to the potential for surface transmission, increased cleaning and disinfection of shared and high-touch surfaces is necessary. Custodial staff performing routine cleaning have included disinfecting procedures using Environmental Protection Agency (EPA)-registered products for high touch surfaces including doorknobs, railings, elevator buttons, light switches, and tables.

Although it should be stopped or avoided, if personnel must share a workstation or have a need to conduct work in shared spaces or with shared equipment, these personnel should disinfect their workspace surfaces and equipment before and after each use. Refer to [EH&S Cleaning & Disinfection Guidance: Shared Workspaces/PPE/Tools/Equipment](#) for additional information.