



Guidance & Checklist

**Audience: Service Contractors & Vendors (Working On
Campus)**

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Purpose

This document provides service contractors and vendors with COVID-19 information to help inform and ensure their safe work practices while on campus. While service contractors and vendors are solely responsible for directing their personnel and implementing work practices, Harvard seeks to ensure that all its operations are conducted in a manner that prevents the spread of illness caused by the SARS CoV-2 virus.

Harvard expects its service contractors and vendors to integrate current, and any forthcoming, Centers for Disease Control and Prevention (CDC) or state guidance pertaining to safe and preventive practices into the execution of their work while on campus.

This guidance document is provided solely for informational purposes and is consistent with current CDC guidelines and the Governor's Reopening: Mandatory Safety Standards for Workplaces and subject to alteration as knowledge is gained about this virus.

Note: Permit-required and capital (larger scale) projects are required to comply with the Governor's guidelines and applicable City of Cambridge and City of Boston requirements for construction sites while on Harvard's campuses. Contact the project manager/general contractor for the site for applicable requirements.

Service Contractor & Vendor Checklist: Prior to Coming On Campus

Harvard's expectations of service contractors and vendors working on campus include, but are not limited, to the following checklist.

Please discuss any questions with your Harvard contact prior to starting work on campus.

Face Covering

Any person on a Harvard campus must wear a suitable multi-layer face covering. Ensure that staff all have suitable face coverings for the work to be done on campus.

Harvard reserves the right to refuse admittance to anyone not wearing a suitable face covering. Many schools have implemented a "two or three-strikes rule" for service contractors and vendors observed not wearing face coverings or not following proper hygiene and physical distancing requirements.



COVID-19 Training

Massachusetts requires employers to provide COVID-19 training to their staff. Service contractors and vendors are expected to have completed **their employer's** training prior to coming on campus.

COVID-19 Health and Safety Plan

Companies are required by state law to maintain and adhere to their COVID-19 specific health and safety plans (HASP). Confirm with your Harvard contact any specific requirements for on campus work related to COVID-19 (e.g., building access protocol).

Health Monitoring

Anyone entering a Harvard building must fill out the daily Crimson Clear health attestation to gain access to Harvard buildings.

Crimson clear can be filled out via either:

- [Crimson Clear online](#) (for those with Harvard Key)
- [Crimson Clear paper hard copy format](#)

Employees on Harvard's campuses must always have their attestation form with them and may be asked for it to allow access to buildings or other areas of campus. This is not required for delivery drivers that will only be unloading at the loading dock.

Baseline Viral Testing

Embedded service contractors and vendors with a Harvard University ID (HUID), who will be working on campus for an extended period, may be eligible for baseline testing. Refer to your school/unit contact for specific information on requirements and possible ongoing testing schedules.



Travel Restriction

Massachusetts requires that travelers from out-of-state (other than those traveling from Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York, and New Jersey) self-quarantine for 14 days.¹ Visit [Harvard University Health Services \(HUHS\) Return to Campus Updates and FAQs](#) for additional travel restriction FAQs.

Support Contact Tracing Efforts

Notify your Harvard contact and HUHS if you are aware of any staff that were working at Harvard and that either test positive for COVID-19 or are have COVID-19 symptoms by emailing clear@huhs.harvard.edu or by calling HUHS at (617) 495-5711. Work with your Harvard contact to ensure that any physical spaces where that person was stationed or has worked have been appropriately cleaned and disinfected using an [Environmental Protection Agency \(EPA\) approved disinfectant](#) and [proper cleaning protocols](#).

Ensure that service contractor and vendor staff do not return to campus until cleared by their health care provider. Follow [Harvard University Health & Safety Notices guidance](#), the [COVID-19 Self-Isolate/Quarantine Decision Tree](#), and instructions from your health care provider if you have questions about when and whether or not to self-isolate due to possible COVID-19 exposure.

Facility Density Calculations

Harvard schools/units must ensure they are considering any non-Harvard affiliates, contract workers, or other individuals that routinely will be in the space.

Limit Access

Where possible, plan ahead to minimize the need for accessing multiple areas of campus and/or minimizing the need for on-campus services.

¹ [Travel to Massachusetts](#), Retrieved July 7, 2020



Research Laboratory Visitor Form

If you or your staff will be accessing a lab while working on campus, complete the [Research Laboratory Visitor Form](#).

Massachusetts Mandatory Workplace Safety Standards

Service contractors and vendors must, at a minimum, ensure the following state-required workplace safety standards are followed while on campus:

Social Distancing

- All persons, including service contractor and vendor employees (“employees”), customers, etc. must remain at least six feet apart to the greatest extent possible, both inside and outside workplaces.
- Identify all work activities that are not possible to complete while maintaining the required six feet of social/physical distancing. Establish protocols and adjust work plans and practices to ensure that employees can practice adequate social distancing. Contact your Harvard hiring manager to review alternative options where required social/physical distancing is not possible.
- Harvard has established directional flow processes for moving around the facilities. Employees must follow these pathways.
- Wearing of face covering is mandatory while on Harvard University premises (both inside and outside the buildings).

Hygiene Protocols

- Ensure frequent hand washing by employees and adequate supplies to do so.
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, and restrooms throughout work site.

Staffing and Operations

- Provide training for employees regarding social distancing and hygiene protocols.



- Employees who are displaying COVID-19-like symptoms do not report to work or come to any campus.
- Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan. Notify your Harvard hiring manager as soon as possible and the names of any Harvard persons in close contact (within six feet for ten minutes) with the sick individual.
- Service contractors and vendors must notify and receive the approval from Harvard prior to implementing the use of the CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Cleaning and Disinfecting

- Establish and maintain cleaning/disinfecting protocols. Ensure disinfectants are EPA approved for the SARS CoV-2 virus.
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting in the area where the person was working must be performed. Disinfection of all common surfaces must take place at intervals appropriate to said workplace.

General Guidance: Prevent Exposure and Limit Transmission

Viral Spread

Current information suggests the virus is spread via:

- Airborne respiratory droplets expelled during regular talking and breathing, as well as coughing and sneezing.
- Close personal contact, such as touching or shaking hands, followed by touching the mouth, nose, or eyes.
- Touching a contaminated surface or object and then touching the mouth, nose, or eyes.

Self-Monitoring for Symptoms/Daily Attestation

Employees are expected to assess their health status daily before reporting to work and complete the [Crimson Clear attestation form](#). Employees on Harvard's campuses must always have their attestation form with them



and may be asked for it to allow access to buildings or other areas of campus. **Please note that there is a zero tolerance for sick workers reporting to any Harvard campus, building or operation.**

If feeling unwell or experiencing any of the following symptoms are associated with COVID-19 do not report to work:

- Cough
- Shortness of breath
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste/smell

If employees are exhibiting any of the symptoms noted, employees are to report this immediately to their supervisor (via phone, text, or email) and leave the campus. Supervisors must immediately notify their Harvard hiring manager. Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Maintain Social Distancing

A "No Congregation" policy should be utilized while on campus; individuals must implement social/physical distancing by maintaining a minimum distance of six feet from other individuals. This policy should include group meetings, breaks, and meals. Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing. Conduct all meetings via conference calls, if possible. Do not convene meetings of more than ten people. Recommend use of cell phones, texting, web meeting sites, and conference calls for project discussion.

Personal Hygiene

All employees must practice good personal hygiene while on campus. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and



immediately wash hands with soap and water for at least 20 seconds. Avoid touching your eyes, nose, and mouth with your hands.

Frequent Hand Washing

When entering or leaving the workplace for breaks, lunch, or other reasons employees should wash their hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol before entering or leaving the site.

Cleaning/Disinfecting

All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.

Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes, but is not limited to, desks, laptops, and vehicles.

Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment when possible. If necessary, clean and disinfect such surfaces before and after use.

When entering a vehicle which you are not sure if you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.

Transportation

Employees shall ideally drive to work/parking area in a single occupant vehicle and shall not ride together in the same vehicle on campus.