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 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 notifications (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 plan (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 Social Distancing

Service contractors should be reminded that a suitable multi-layer face covering is required for everyone while indoors, with limited exceptions.

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

For unvaccinated persons, outdoor use of face coverings is only required if they cannot maintain distance from others.

Face coverings are also required in public and private transportation systems, hospitals, 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.
4. Travel Restriction

The Massachusetts COVID-19 travel restriction is no longer in effect.

Harvard University’s post-travel COVID 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.

5. 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 via the following if still required by your school:

Crimson Clear Online

The Crimson Clear online system must be used by anyone with a Harvard University identification number (HUID).

Crimson Clear for Non-HUID

The Crimson Clear non-HUID online system must be used by anyone who does not have an HUID.

Crimson Clear Paper Hard Copy Format

The Crimson Clear paper hard copy format 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 will need to complete the notifications detailed in Section 7: Notifications and Contact Tracing.

6. Viral Testing

Embedded service contractors with a routine presence on campus (more than four hours per week) 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.

Other service contractors who come on campus less frequently and who have a routine presence on site for over four hours per week should refer to their school/unit contact for specific information on requirements and possible ongoing testing schedules.

7. Notifications and Contact Tracing

Service contractors must make the following notifications once they are aware of any staff that were working at Harvard University and that 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:

3. The local Department of Public Health for the campus that you are working:
   
   - Cambridge Campus: Cambridge Public Health Department (617-665-3826)
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.

8. Any Additional School or Department Requirements

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