COVID-19
Service Contractor Checklist

Audience: Staff Hiring/Managing Service Contractors

The information that informs this document is updated frequently. Please check back regularly for revisions.

Contents

Introduction .................................................................................................................................. 2

Expectations for On-Campus Service Contractors .......................................................................... 2

Massachusetts State Requirements ............................................................................................... 2

Harvard University Requirements ............................................................................................... 2

1. COVID-19 Health and Safety Plan ......................................................................................... 3
2. Face Coverings and Social Distancing .................................................................................. 4
3. COVID-19 Training ................................................................................................................ 4
4. Travel Restriction .................................................................................................................. 4
5. Daily Health Attestation ....................................................................................................... 5
   Crimson Clear Online ............................................................................................................. 5
   Crimson Clear Paper Hard Copy Format ............................................................................... 5
   Crimson Clear for Non-Harvard University ID ..................................................................... 5
6. Viral Testing ........................................................................................................................ 6
7. Notifications and Contact Tracing ........................................................................................ 6
8. Any Additional School or Department Requirements ........................................................... 7
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 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 document provides the minimum expectations for contractors while working on Harvard University campuses during the COVID-19 pandemic.

Permit-required and capital (larger scale) projects are required to comply with the Governor’s guidelines and applicable local requirements for construction sites while on Harvard University’s campuses. Contact the project manager/general contractor for the site for applicable requirements and visit Environmental Health and Safety (EH&S) COVID-19 Construction Support.

Massachusetts State Requirements

1. COVID-19 Health and Safety Plan
2. Face Coverings and Social Distancing
3. COVID-19 training (provided by the vendor)
4. State travel restrictions

Harvard University Requirements

5. Daily health monitoring (Crimson Clear, online, or paper daily attestation)
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, including the Research Laboratory Visitor Form if working in lab spaces.
1. COVID-19 Health and Safety Plan

Service contractors are required by state order to develop, maintain, and adhere to their COVID-19 specific health and safety plan (HASP).

Service contractors should consult the Occupational Safety and Health Administration (OSHA) hierarchy of controls and Massachusetts COVID-19 Updates and Information when developing their HASP.

The HASP should include at a minimum, the following:

- Procedures for the use of face coverings and the provision of supplies for good hand hygiene.
- Procedures that ensure minimum social distancing requirements are met at all times.
- Procedures for disinfecting high touch, hard surfaces in the work area and shared workstations/spaces, tools/equipment.
- A training plan.
- Procedures for COVID-19 symptom daily attestation prior to heading to work.
- Procedures for viral testing (if applicable).
- Procedures for the reporting of diagnosed or presumptive COVID-19 illness cases.
- Procedures for quickly reporting illness to the supervisor and leaving the workplace if a worker becomes symptomatic during work, or is notified that they are positive or a close contact to someone else who has COVID-19.
- Procedures for follow-up cleaning and disinfection of high-touch and shared surfaces used by workers who become ill or are notified that they are positive while they are working.
- Procedures for ensuring the exclusion from the workplace for those in isolation or quarantine.
- Procedures for how ill personnel may safely return to work.
- Procedures for limiting exposure while commuting to work or to the worksite.
- Procedures to comply with applicable travel restrictions (before coming to campus).
• Procedures for ensuring safe practices during breaks and meals.

2. Face Coverings and Social Distancing

Service contractors should be reminded that all persons on a Harvard University campus must wear a suitable multi-layer face covering.

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

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

Personnel must:

• Remain at least six feet away from one another
• Eliminate group gatherings or work tasks involving close contact
• Avoid crowded places

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.

3. COVID-19 Training

Massachusetts requires all employers to provide COVID-19 training to their staff.

Service contractors are expected to have completed their employer's training prior to coming on campus.

In some cases, service contractors may complete Harvard University's COVID-19 safety training for informational purposes and not as a substitute for their own company COVID-19 training.

4. Travel Restriction

The state has implemented Massachusetts travel restrictions related to COVID-19.

Harvard University has also instituted a University post-travel COVID testing and quarantine policy.
Embedded service contractors regularly on campus and that are part of Harvard’s testing program should comply with the state and Harvard University’s policy.

Other service contractors must comply with the state restrictions only.

5. Daily Health Attestation

Before coming to campus, all personnel, including service contractors, are required to complete a daily self-attestation to determine eligibility to enter a Harvard University facility.

Personnel on Harvard University campuses are expected to have their attestation form (hard copy) or the email confirmation with them and may be asked for their attestation to allow access to buildings or other areas of campus.

The self-attestation can be completed via the following:

- **Crimson Clear Online**
  
  The [Crimson Clear online system](#) must be used by anyone with Harvard University ID (HUID).

- **Crimson Clear Paper Hard Copy Format**
  
  The [Crimson Clear paper hard copy format form](#) should only be used for those without a HUID or those who cannot access the online forms. The form can be printed, filled out by hand, and brought with you to campus.

- **Crimson Clear for Non-Harvard University ID**
  
  There is also a Crimson Clear for non-HUID online option being rolled out for visitors and vendors school by school.

  The link will be provided by your school contact if they are participating in this option.

If at any time service contractors begin to experience any of the symptoms described in this form, or they receive notification that they have been deemed a close-contact, 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 a HUID, are typically required to participate in the campus viral testing program.

Other service contractors who come to campus less frequently 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 have COVID-19 symptoms.

Staff may not return to campus until 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:

3. The local Department of Public Health for the campus that you are working:
   
   o Cambridge Campus: Cambridge Public Health Department (617-665-3826)
   
   o Boston/Allston Campus: Boston Public Health Commission (617-534-5050)
   
   o All Other Campuses: Contact the local board of health as applicable
Service contractors should also work with their 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 Guidance: Shared Workspaces/PPE/Tools/Equipment.

8. Any Additional School or Department Requirements

Work with your Harvard University contact to identify any additional requirements including the Research Laboratory Visitor Form for those working in labs.