

<p><b>HARVARD</b> CAMPUS SERVICES</p>  <p>ENVIRONMENTAL HEALTH &amp; SAFETY</p>	<p>COVID-19</p> <p><u><b>Research Laboratory Visitors</b></u></p>	
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<p><i>The information that informs this document is updated frequently. Please check back regularly for revisions.</i></p>		

Harvard University expects vendors, service technicians, and other lab visitors to fully comply with all Occupational Health and Safety and Environmental Protection regulations and standards as well as COVID-19 specific requirements. Harvard University research facilities include research and teaching facilities with a unique work environment and have certain safety precautions that must be observed by everyone who enters these facilities.

The following general guidelines must be followed by all visitors at all times while on Harvard University premises, including research facilities:

- **Wearing of face covering is mandatory** while on Harvard University premises (both inside and outside the buildings). You may be asked to don a Harvard-provided face covering upon entry to Harvard buildings.
- You may **not** enter Harvard University premises if:
  - 1) You are experiencing or displaying any [symptom\\*](#) of COVID-19; or
  - 2) If in the last 14 days, you have had close contact with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any [symptom\\*](#) of COVID-19.

**By signing below, you are affirming and attesting that neither 1) nor 2) has occurred.**

- Harvard University buildings have warning signs posted which indicate safety requirements and physical distancing requirements that must be observed at all times. Maintain a 6-foot distance from other people.
- You must follow the established directional flow processes and pathways for moving around and within the facilities.



# HARVARD

## Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- For your own protection and those of the occupants, before entering or performing work in these areas, discuss additional requirements needed to work within the laboratory with a laboratory representative.
- Coordinate access to the building and lab, in advance.
- Where Harvard University established directional flow processes for moving through buildings or laboratories, you must follow these marked pathways.
- No eating or drinking is permitted in any laboratory; discarding food containers, cups or wrappers in the laboratory waste container is prohibited. Consult your host/lab representative for the designated location and time for eating while maintaining physical distance.
- Do not move any furniture or equipment without consulting with the PI, Building Manager, or Project Manager (as appropriate).
- Do not open windows or prop doors open or make facility or furniture modifications.
- Do not unplug or move any laboratory equipment or computers unless authorized by the appropriate laboratory personnel.
- Smoking is strictly prohibited in all Harvard University premises (both inside and outside the buildings).

**Certification:** I have read and understand the above requirements and conditions for entering Harvard University Premises and will follow them while on those Premises.

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**Name of Visitor**

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**Signature**

**Date**

**\*Symptoms include:** fever, chills, or feeling feverish; new cough (not related to chronic condition); shortness of breath or difficulty breathing; new fatigue; muscle or body aches; new headache; new loss of taste or smell; sore throat; new nasal congestion or new runny nose (not related to seasonal allergies); nausea or vomiting; diarrhea