


HARVARD CAMPUS SERVICES  ENVIRONMENTAL HEALTH & SAFETY	COVID-19 <h2 style="text-align: center;"><u>Service Contractor Guidance</u></h2>	
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Purpose

This document provides service contractors with COVID-19 information to help inform and ensure for their safe work practices while on campus. While service contractors are solely responsible for directing their personnel and implementing work practices, Harvard seeks to ensure that all of 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 to integrate current, and any forthcoming, 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.

Harvard Hiring Managers: Management Recommendations

Harvard hiring managers (e.g. project or building managers, etc.) are advised to take these minimum steps:

- Confirm that your service contractors have an up to date COVID-19 health and safety plan and job specific workplans while on-campus and have trained their employees to reduce the risk of spreading the virus. Periodically monitor and review their on-campus work practices to ensure standards are understood and implemented.
- Confirm that there is a contract in-place with the service contractor for the services/work to be performed that references the Harvard EH&S [Service Contractor Safety Guide](#).
- Inform the contractor of any changing policies for certain labs or spaces related to occupancy limitations for the area.

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, then touching the mouth, nose, or eyes.

Massachusetts Mandatory Workplace Safety Standards

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

Social Distancing

- All persons, including service contractor employees (“employees”), customers, and vendors should 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 6’ social/physical distancing. Establish protocols and adjust work plans and practices to ensure that employees can practice adequate social distancing. Where required social/physical distancing is not possible, contact your Harvard hiring manager to review alternative options.
- Harvard has also 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, restrooms throughout work site.

Staffing and Operations

- Provide training for employees regarding the 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 6' for 10 minutes) with the sick individual.
- Contractors 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 this person was working must be performed. Disinfection of all common surfaces must take place at intervals appropriate to said workplace.

General Guidance to Prevent Exposure & Limit the Transmission of the Virus

Self-Monitoring for Symptoms

Employees are expected to assess their health status daily before reporting to work. If feeling unwell or experiencing any of the following symptoms associated with COVID-19, including cough, shortness of breath, fever, chills, muscle pain, sore throat, or loss of taste/smell, do **not** report to work. Please note, **there is a zero tolerance for sick workers reporting to work**. 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.



Daily Health Check/Self Certification

Service Contractors may need to complete the daily Crimson Clear symptoms attestation, check with your Harvard hiring manager. Prior to each workday or shift, employees should self-certify to their Supervisor that they:

- Have no flu-like symptoms, no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or shortness of breath within the past 48 hours.
- Have not had “close contact” with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 48 hours.
- Have not been asked to self-isolate or quarantine by their healthcare provider or a local public health official.
- Have been cleared by a medical professional to return to the work site if any COVID-19 symptoms were experienced.

Employees exhibiting symptoms or unable to self-certify should be directed to NOT report to work and seek medical attention from their health care provider. They are not to return to the work site until cleared by a medical professional. Upon learning of an infection of these employees, the contractor must immediately notify their Harvard hiring manager and University Health Services.

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 6-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 10 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 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 eyes, nose, and mouth with your hand.

Frequent Hand Washing

When entering/leaving the workplace for breaks, lunch, or other reasons, employees should wash 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/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 them before and after use. When entering a vehicle which you are not sure 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.