




HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

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

This document contains confidential information that cannot be shared outside of the Harvard community.

HARVARD CAMPUS SERVICES  ENVIRONMENTAL HEALTH & SAFETY	COVID-19 <u>Health & Safety Supplemental Information</u>	
	CONFIDENTIAL	
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Contents

Current Information Suggests COVID-19 is Spread Through:..... 2

Health & Safety Work Plan 2

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus..... 3

Sick Employees MUST Stay Home 5

Prior to Starting a Shift, EACH Employee Will Self-Certify to Their Supervisor That They: 5

In accordance with current Harvard’s COVID-19 construction/renovation/maintenance project procedures for non-capital/non-permit work, this document provides service contractors and other contractors with supplemental COVID-19 information to inform their health and safety work plan and help to ensure safe working practices. Harvard wants to ensure that all its operations are conducted in a manner that prevents the spread of COVID-19 and expects its contractors to integrate these



preventive practices into the execution of their work, where applicable. This supplemental COVID-19 information is consistent with the Governor's guidelines and applicable City of Cambridge and City of Boston requirements for construction.

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.

Current Information Suggests COVID-19 is Spread Through:

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

Be aware that some employees may be at higher risk for serious illness - consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers, and visitors. **Please refer to the [CDC](#) for additional guidance due to the changing information known about the virus.**

Health & Safety Work Plan

- Contractors shall prepare a Health and Safety Work Plan that includes a specific plan to address:
 - Zero tolerance policy for sick workers on-site
 - Job site hygiene
 - Social distancing
 - Personal Protective Equipment (PPE)
 - Communications and job site training



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- COVID-19 contingency plan if someone tests positive
- 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*.
- Contractors should remind all on-site employees on a daily basis, of the OSHA and the COVID-19 safe work requirements and expectations. It is imperative that contractors communicate to Harvard the needs that they may have in order to implement this plan, such as access to bathrooms, parking, contact information for people in close contact with workers, or access to areas outside of the work zone.
- Identify all work activities that are not possible to complete while maintaining the required 6' social/physical distancing. The contractor needs to identify alternative methods to complete such activities. Where required social/physical distancing is not possible to achieve, affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection.
- Utilize work practices to limit the number of workers on the jobsite at one time, including re-scheduling (e.g., staggering shift start/end times) or rotating crew access to a designated area during a shift.

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- **Hand Washing:** When entering/leaving a job site for breaks, lunch, or other reasons, employees are required to 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.
 - Frequent handwashing or use of alcohol-based hand sanitizers should be encouraged and handwashing facilities and/or alcohol-based hand sanitizers should be made readily available at work sites.
- **No Congregation:** A "No Congregation" policy is in effect; individuals must implement social/physical distancing by maintaining a minimum distance of 6-feet from other individuals. This



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

policy should include group meetings, breaks, lunch, visitors to the site, and members of the public passing by the site, such as pedestrians and cyclists.

- No handshaking
- 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.
- All individual work crew meetings/tailgate talks should be held outside and follow social/physical distancing.
- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination. Multi-person activities will be limited where feasible (i.e. two persons lifting activities). 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.
- **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.
 - All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day.
 - When entering a machine or 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.
- **Personal Hygiene:** Be sure to use your own water bottle, and do not share. To avoid external contamination, we recommend everyone bring food from home.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- 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. If soap and water are not available, use hand sanitizer containing at least 60% ethanol or 70% isopropanol.
- Avoid touching eyes, nose, and mouth with your hand.
- **Transportation:** All employees shall ideally drive to work site/parking area in a single occupant vehicle. Contractors/staff shall not ride together in the same vehicle.

Sick Employees MUST Stay Home

- Please note, **there is a zero tolerance for sick workers reporting to work.** Employees who have symptoms (i.e., fever, cough, shortness of breath, new loss of taste or smell, chills, repeated shaking with chills, muscle pain, headache, and sore throat.) should notify their supervisor and stay home.
- 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 job/project site or stay home. If employees notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text, or email) and asked to leave the job/project site immediately.
- 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.

Prior to Starting a Shift, EACH Employee Will 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.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- 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 doctor 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.
- Traveled to work separately

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site immediately 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 contact and University Health Services.