



# HARVARD

## Faculty of Arts and Sciences

TO: Northwest and MCZ Lab Building Occupants  
FROM: The Office of Physical Resources and Planning COVID-19  
RE: Related Building System Changes.  
DATE: 7/14/2020

To minimize the risk of exposure the COVID-19, FAS Building Operations has implemented the following measures within our buildings.

### BUILDING SYSTEMS

#### HVAC:

- Inspected all Supply and Return Fans for proper operation.
- Inspected filters on air handling units and where advised, installed new filters and upgraded filters prior to reoccupation.
- Reviewed HVAC Systems physical characteristics to determine optional ways to maximize air changes per hour while maintaining stable environments in critical areas i.e. Lab Spaces, Collections Spaces.
- Reviewed, monitored and adjusted HVAC outdoor air economizer programming to allow for maximum outside air intake where possible.
- Reviewed restroom exhaust performance and confirm proper operation.

#### PLUMBING:

- Converted restroom faucets to touch-less operation, at some locations.
- Scheduled regular flushing of floor drains and sink p-traps to prevent sewer gas build-up in restrooms and kitchens.
- Flushed all potable cold and hot water lines immediately prior to reopening. This includes sinks, dishwashers, drinking fountains and ice machines.

#### CUSTODIAL:

- Inspected vacuuming equipment for exhaust air HEPA filtration. Replaced any vacuums that do not have this type of filtration in order to reduce the spread of viruses.
- Identified high touch surfaces (elevator buttons, copiers, door handles, common appliances etc.) and develop appropriate cleaning / disinfection schedules.
- deep cleaned and sanitize all building common areas.
- Reviewed hand sanitizer placements for current and future needs. Purchased and installed additional hand sanitizer dispensers as needed.
- Reviewed trash receptacle placements for current and future needs based on locations of sanitizing wipes dispensers.
- Reviewed hand sanitizer ingredients to ensure supplies meet EHS / CDC guidelines.
- For additional custodial information see building specific custodial plan.



**COMMON AREAS:**

- Installed signage throughout the building to remind staff and patrons of maintain social distance whenever possible.
- Installed signage throughout the building to inform staff and patrons of COVID-19 health and safety protocols.
- Installed signage at locations where altered circulation routes have been implemented.
- Removed furniture from reading rooms, conference rooms, cafés and common areas as required to discourage gathering and promote social distancing (where applicable).
- Reviewed elevator lobbies and elevator cabs for compliance with social distancing mandates. Use signage promote social distancing.
- Posted guidelines for kitchenette areas.

**RESTROOMS:**

- Developed restroom occupancy plans based social distancing requirements, restroom size and number of fixtures.
- Installed signage to indicate multi-stall restrooms are single use only.
- Propped open doors wherever possible, if when privacy allows.
- At multi-stall restrooms where doors CANNOT be propped open, we provided access to paper towels for occupants to use as a barrier for contact with door handles.
- Provided Wooden-block marker, painted red. User will move to threshold to announce their presence when restroom is occupied.

**ACCESS CONTROL:**

- Restricted building access to ID cardholders with required permissions.
- The process of mask distribute is to be determined.
- Disposable face coverings will be made available at the building.

**PROJECT WORK / VENDORS:**

- All capital project work for buildings are suspended until further notice.
- All vendor/contractors including service providers must submit a COVID-19 Employee Protection Plan to EH&S for approval for authorization to enter campus.

**Mailroom/Deliveries/Couriers:**

- Develop social distancing plan with delivery staff for receiving of mail and packages.
- Possible use of common spaces for departments rather than direct delivery of mail/packages.



TO: Northwest Building and MCZ Labs Occupants  
FROM: Office of Physical Resources and Planning  
RE: COVID-19 Custodial Response

Building Manager: Jim Sheehan  
MOBILE: 617-413-3018  
HU Office line: 617-496-5336

The Northwest and MCZ Labs buildings use FMO Custodial for day to day cleaning of the building. Custodial staff currently are not entering lab or administrative spaces. If you need cleaning service in these types of spaces, please contact Jim Sheehan or place a PRESTO work order for service. For trash/recycling pickup, please place your barrels in the main corridor for pickup.

**For emergency cleaning services, please contact the Harvard Operations Center at 617-495-5560**

### **Personal Protective Equipment:**

FMO custodians use single use latex or vinyl gloves. The gloves are immediately disposed of after removal or when damaged. The custodians are responsible for the laundering of their uniforms. In accordance with Harvard Environmental Health and Safety (EH&S) guidelines, enhanced PPE equipment is made available to custodial staff when a situation requires.

### **Cleaning Products Used in Our Building:**

Cloths/towels: Oxivier Wipes  
Disinfectant spray: Oxivier TB spray/ Virex II 256/ Alpha HP cleaner-disinfectant  
Floor cleaner: Diversey Neutral Cleaner  
Toilet cleaner: Diversey Crew NA- Diversey Emerald Cleaner  
Glass cleaner: Diversey Glance glass cleaner  
Hand soap: GoJo Green certified foam hand cleaner and 800 ml one shot soap



## Cleaning Locations and frequency:

Custodians are trained to identify and include the disinfection of high-touch surfaces in their routine cleaning regime.

Below you will find a detailed list of what is cleaned and how often.

Please visit <https://www.harvard.edu/coronavirus> for more information regarding Harvard’s response to COVID-19

High-Touch Areas in Our Building	Frequency
<b>COMMON AREAS:</b>	
Doorknobs/Handles- Interior	3
Door Push Plates/Pulls/Crash Bars- Exterior	3
Railings - including exterior	3
Elevator buttons both hallway and inside cab, elevator cab walls and handrails	3
Card readers	3
Seating Benches, Chairs and Tables	3
<b>CLASSROOMS &amp; MEETING ROOMS:</b>	
Chairs	2
Tables	2
Tablet Seating	2
Doorknobs/Handles/Push Plates/Crash Bars	2
Light Switches	2
A/V Controls	2
<b>BATHROOMS:</b>	
Faucets/Sinks/Surfaces	3
Soap Dispenser Push Plates and Buttons	3
Paper Towel Dispenser Knobs	3
Toilet Seats including underside	3
Toilet Flush Handles and Buttons	3
Toilet Paper Dispenser, Toilet Seat Cover Dispenser	3
Door Knobs/Handles	3



## **Hand Sanitizer locations:**

Liquid hand sanitizer should be utilized when hand washing is not immediately possible. Hand sanitizer dispensers are located throughout the buildings in elevator lobbies, restroom vestibules and other public spaces. Bottles of hand sanitizer are provided in meeting rooms and kitchenettes.

## **How should Managers/Supervisors respond when an employee (or onsite contractor) calls in sick w/COVID-19 symptoms or tests positive?**

FROM EH&S:

*When an employee (or onsite contractor) calls in sick with COVID-19 symptoms and is being tested for COVID-19, it is important to respect this person's privacy and keep this information private. Ask the employee (or onsite contractor) to please contact UHS at: [healthservices@huhs.harvard.edu](mailto:healthservices@huhs.harvard.edu) to report their illness as UHS is tracking on campus cases of COVID. In addition, it is prudent to perform enhanced cleaning/disinfection of high touch surfaces in the common areas and bathroom of the sick person's work area. FMO Custodial is familiar with enhanced cleaning protocols and proper use of PPE. It is not necessary to perform this in their private cube or office, but it is recommended to close off these areas to others. Typically, a physician, UHS or DPH person will work with the sick person to determine which other personnel were in close contact with them to ensure they are quarantined and self-isolate (See UHS guidance "Do I Need to Self-Isolate/Quarantine for COVID-19?" for further guidance). -EH&S*

## How can *you* help?

**Covid-19 has changed the way we clean, and *YOU* are key to our success:**

### WASH YOUR HANDS!

Your first line of defense is yourself. Frequent hand washing, using hand sanitizer, and wiping down personal and shared workspaces will help in ways that our custodians cannot. Continue Social Distancing. Wear a mask.

If we all do our part, we will all get through this as safely as possible.

## More Information & Links for Staying Informed:

### STAY INFORMED!

Below is a list of links that can help keep you informed.

Your Building Team will be working hard to keep up with the latest information on the national & state levels and on campus. If you have any questions, **CONTACT YOUR BUILDING MANAGER or EH&S with any questions or concerns regarding cleaning protocols and procedures or if you would like help in procuring appropriate cleaning products.**

Harvard University Health Services Home page:

- <https://huhs.harvard.edu>

Harvard University EH&S

- <https://www.ehs.harvard.edu/node/8446>

CDC: When and How to Wash Your Hands:

- <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Harvard Health and Wellbeing Home Page:

- <https://www.harvard.edu/coronavirus/health-wellbeing>

Harvard Covid-19 Posters and Table Tents:

- [https://www.harvard.edu/sites/default/files/content/coronavirus\\_CDC\\_HUHS\\_posters\\_2\\_Accessibile.pdf](https://www.harvard.edu/sites/default/files/content/coronavirus_CDC_HUHS_posters_2_Accessibile.pdf)

Video from Surgeon General on How to Properly Wear Face Protection:

- <https://www.youtube.com/watch?v=tPx1yqvJgf4&feature=youtu.be>

Harvard Social Distancing Posters and Table Tents:

- [https://harvard.edu/sites/default/files/content/Coronavirus\\_HUHS\\_social\\_distancing\\_A%5B3%5D.pdf](https://harvard.edu/sites/default/files/content/Coronavirus_HUHS_social_distancing_A%5B3%5D.pdf)

Harvard University Health Services Self-Isolation Guide:

- [https://huhs.harvard.edu/sites/default/files/Self-Isolation\\_Guidance.pdf](https://huhs.harvard.edu/sites/default/files/Self-Isolation_Guidance.pdf)



## **Shared Kitchen Use**

### **Guidance to minimize the risk of exposure to COVID-19 virus while using a shared kitchen.**

Before entering the kitchen be sure your hands are washed! Once you have entered the kitchen be sure to wash your hands again.

Cooking utensils should NOT be shared. Please use only your cooking items/utensils.

Disinfecting wipes or cleaner will be available to disinfect all high touch areas in the kitchen before and after preparing your meal.

- ┆ Kitchen doorknobs
- ┆ Counters
- ┆ Refrigerator/freezer handles
- ┆ Cabinet/drawer knobs
- ┆ Microwave or Stove knobs/oven handle
- ┆ Sink/faucet
- ┆ Light switches



## **Guidance to minimize the risk of exposure to COVID-19 virus while working in your building.**

### **Hand Sanitizer Stations**

To minimize the risk of exposure to COVID-19, we have distributed hand sanitizing stations throughout the building for your use. Due to limited supplies. We have developed a strategic plan for the locations of all hand sanitizing stations. The current locations are as follows:

- All building entrances
- All elevator lobbies
- All entrances to each floor from public common stairwells

### **Department Sanitization Supplies**

We need your help to reduce the risk. We ask that all departments help by sanitizing high touch areas within your department throughout the workday with sanitizing wipes provided by Building Operations.

#### **High Touch Areas:**

- ✓ Common Printers/Copiers
- ✓ Cabinet Door Handles
- ✓ Counter Spaces
- ✓ Doorknobs

We are providing department sanitizing supplies.  
Please contact Building Operations for Refills as needed.