HARVARD
Faculty of Arts and Sciences

TO: Building Occupants
FROM: The Office of Physical Resources and Planning COVID-19
RE: Related Building System Changes.
DATE: 5/30/2020

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.
- Proped 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:

- Developed building entrance / exit plans to avoid bottlenecks and social distancing conflicts with staff and patrons entering and exiting the building.
- 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.

SANITIZATION SUPPLIES:

- See "*Hand Sanitizer Locations & Department Sanitizing Supplies"* guidance memo for information about availablity of sanitization / disinfecting supplies for self-service use.

HARVARD
Faculty of Arts and Sciences

Museum Complex

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

Meet the staff:

Building Manager:	Irvin Dumay
MOBILE:	617-429-1548
HU Office line:	617-495-1569

The Museum Complex (Museum of Comparative Zoology, University Museum, Geological Museum, and the Peabody Museum) uses FMO custodial for day to day cleaning of the building. There are a total of 8 custodians in the complex daily, with the shifts and staffing in each building as follows:

Peabody Museum	
6:00 am – 2:30 pm	1 custodian
6:30 am – 3:00 pm	1 custodian (crew chief)
University Museum/Geology	
6:00 am – 2:30 pm	1 custodian
Museum of Comparative Zoology	
5:00 am – 1:30 pm	1 custodian
6:00 am – 10:00 am	1 custodian
6:00 am – 2:30 pm	2 custodians
6:00 am – 3:00 pm	1 custodian

FMO custodial is available 24 hours a day, 7 days a week to respond to any cleaning emergency or scheduled cleaning project. During normal business hours, arrangements can be made by contacting Building Manager Irv Dumay.

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:	Oxivir Wipes are being used, these are single use and length depends on the material that is being applied
Disinfectant spray:	Oxivir TB spray, this chemical is being use on all type of surfaces
Floor cleaner:	Oxivir 5 is being used in VCT, concrete, terrazzo, hardwood floors
Toilet cleaner:	Oxivir TB
Glass cleaner:	Oxivir TB and then clean with regular glass cleaner
Hand soap:	Deb Aero Rose foam hand soap

Cleaning Locations and frequency:

Harvard's Facilities Maintenance Operations (FMO) are now fully trained by EH&S 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
COMMON AREAS:	
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
CLASSROOMS/LABORATORIES:	
Chairs	2
Tables	2
Tablet Seating	2
Doorknobs/Handles/Push Plates/Crash Bars	2
Light Switches	2
A/V Controls	2
BATHROOMS:	
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
Stall Petition Doors with Focus on Edge and Locking Knob	3
Door Knobs/Handles	3
OFFICE SPACE:	
Door Handles	1
Light Switches	1
Phones	1
Keyboards Mice and surface around	1
File Cabinets	1
MUSEUM SPACE/EXHIBITS:	
Exhibit Touch Screens	3
Exhibit Audio Headsets and Handsets	3
Museum Case Glass	3

Hand Sanitizer locations:

Liquid hand sanitizer should be utilized when hand washing is not immediately possible.
Below you will find a list with the locations of hand sanitizer stations in the Museum Complex.

Location	Specifics
Basement **MCZ** elevator	Wall mounted
Basement **Geology** elevator	Wall mounted
Basement **Peabody** kitchen/lounge	Wall mounted
Basement **Peabody** mechanical/elevator area	Wall mounted
1st floor **MCZ 153** Museum Ops office	Wall mounted
1st floor **MCZ hallway** (adjacent 120)	Wall mounted
1st floor **MCZ Lounge 107**	Wall mounted
1st floor **MCZ Entryway,** outside of MCZ 101	Wall mounted
1st floor **University Museum Lobby (2)**	Wall mounted, desk mounted
1st floor **Geology** entry, outside elevator	Wall mounted
1st floor **Peabody Courtyard Entry hallway,** outside elevator	Wall mounted
1st floor **Peabody HMSC Admin Office**	Wall mounted
1st floor **Peabody admissions desk**	Wall mounted
1st floor **Peabody** lobby, outside of restroom	Wall mounted
1st floor **Peabody** lobby, between men's and women's restrooms	Wall mounted
2nd floor **MCZ** hallway, outside of restrooms	Wall mounted
2nd floor **Geology** hallway, outside of elevator	Wall mounted
2nd floor **Peabody** hallway, outside of side stairwell	Wall mounted
3rd floor **University Museum** mammal hall, outside of 308A	Wall mounted
3rd floor **University Museum** outside 310, Asia and Fishes exhibits	Wall mounted
3rd floor **University Museum** 313 hallway, Sea Creatures exhibits	Wall mounted
3rd floor **University Museum** 335 Museum Gift Shop	Wall mounted, by Glass flowers
3rd floor **Geology Museum,** outside of elevator	Wall mounted
3rd floor **Peabody Museum,** side elevator/stairwell area	Wall mounted
4th floor **MCZ** HUCE lobby, outside of elevator	Wall mounted
4th floor **University Museum** hallway, outside of 449	Wall mounted
4th floor **Geology**, outside of elevator	Wall mounted
4th floor **Peabody** hallway, outside of side elevator	Wall mounted
5th floor **MCZ** hallway, outside of elevator	Wall mounted
5th floor front stairwell, outside of room 50	Wall mounted
5th floor outside of "Geology" elevator	Wall mounted
5th floor 562 lounge area	Wall mounted
5th floor **Peabody** hallway, outside of room 50 and single-occupant restrooms	Wall mounted

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 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

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

Harvard University Health Services Self-Isolation Guide:

- https://huhs.harvard.edu/sites/default/files/Self-Isolation_Guidance.pdf

HARVARD
Faculty of Arts and Sciences

TO: Building Occupants
FROM: Building Operations
RE: Shared Kitchen Use
DATE: 5/19/2020

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 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

Meals should be eaten in your private suite.

26 Oxford Street
Cambridge, MA 02138
idumay@fas.harvard.edu
Phone: 617-495-1569

HARVARD
Faculty of Arts and Sciences

TO: Building Occupants
FROM: Building Operations
RE: Hand Sanitizer Locations & Department Sanitizing Supplies.
DATE: 5/20/2020

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.

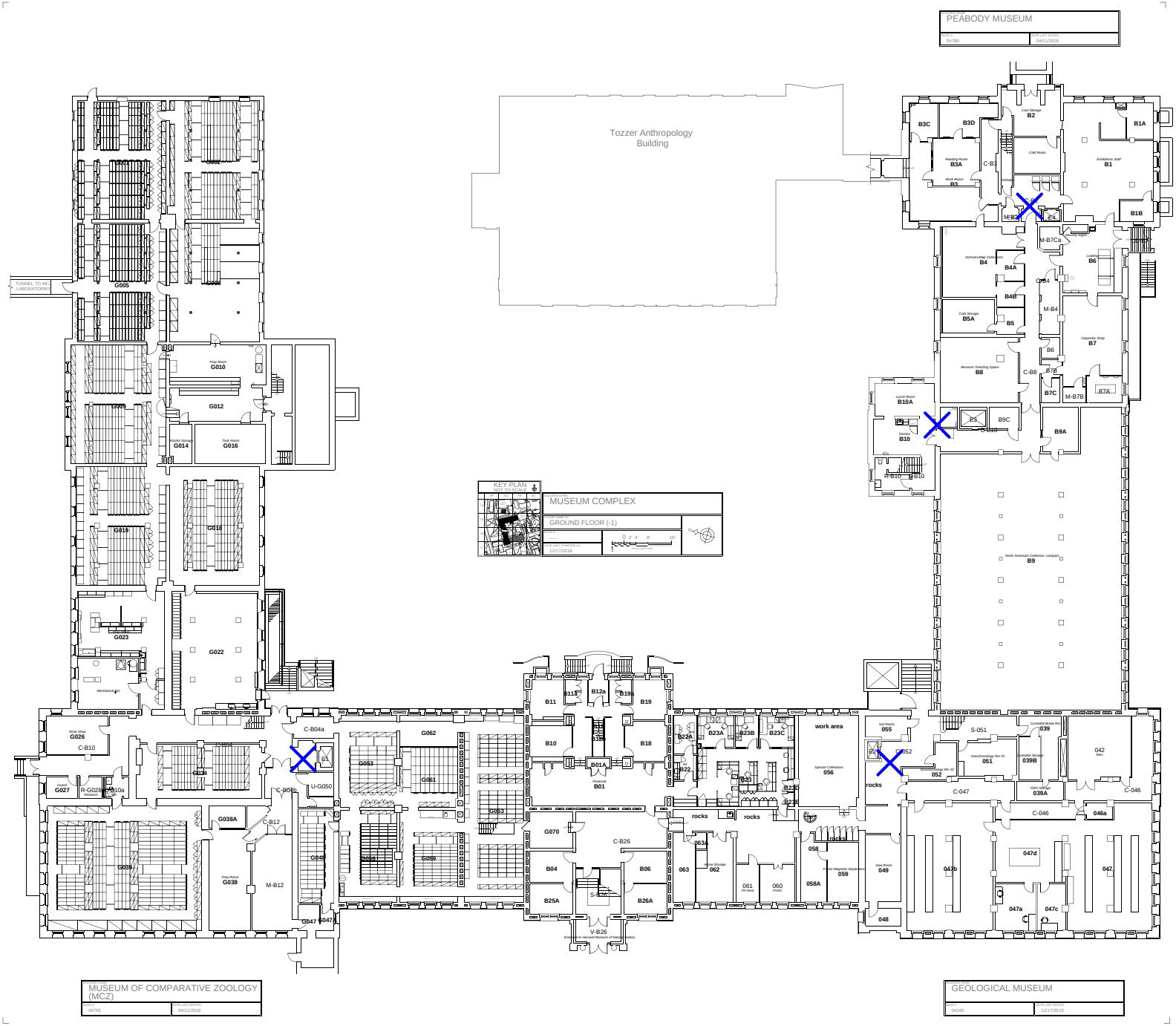
High Touch Areas:

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

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

The following floor plans show where all hand sanitizing stations, and department sanitizing supplies are located.

26 Oxford Street
Cambridge, MA 02138
idumay@fas.harvard.edu
Phone: 617-495-1569



HARVARD UNIVERSITY
FACULTY OF ARTS AND SCIENCES
Office of Physical Resources and Planning

-1

Museum Complex

26 Oxford Street Cambridge MA 02138

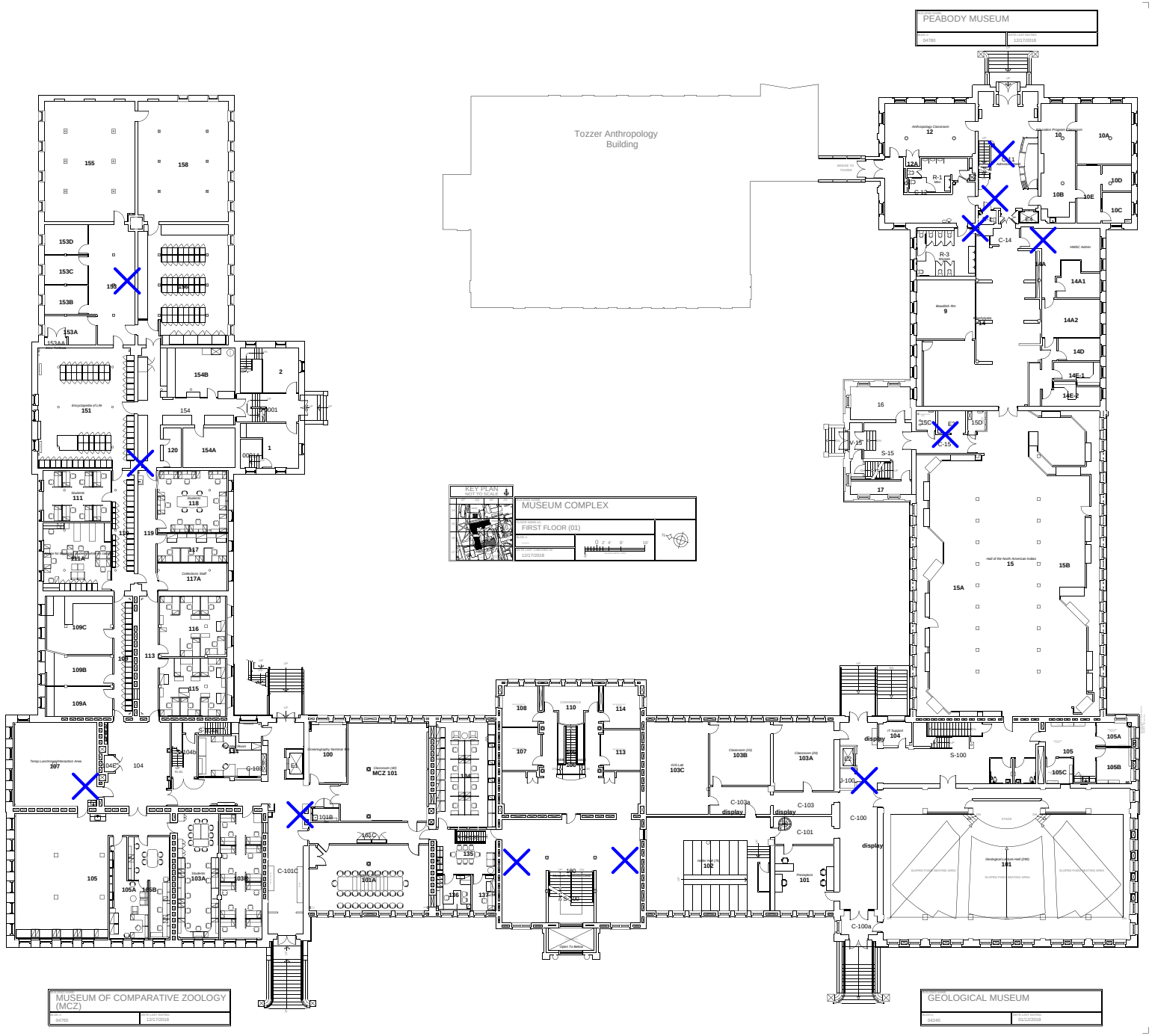
Ground

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone



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01

Museum Complex

26 Oxford Street Cambridge MA 02138

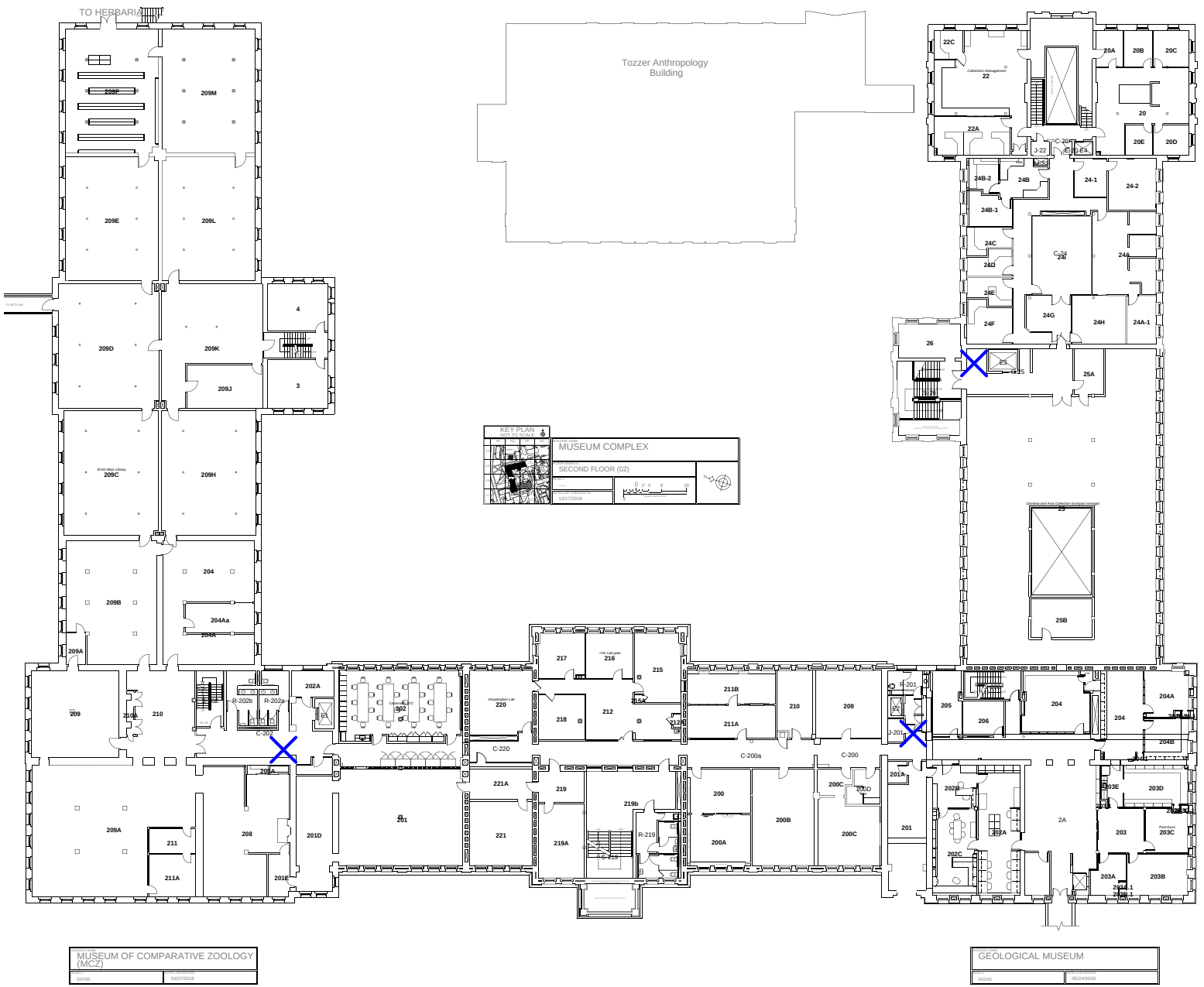
First

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone



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02

Museum Complex

26 Oxford Street Cambridge MA 02138

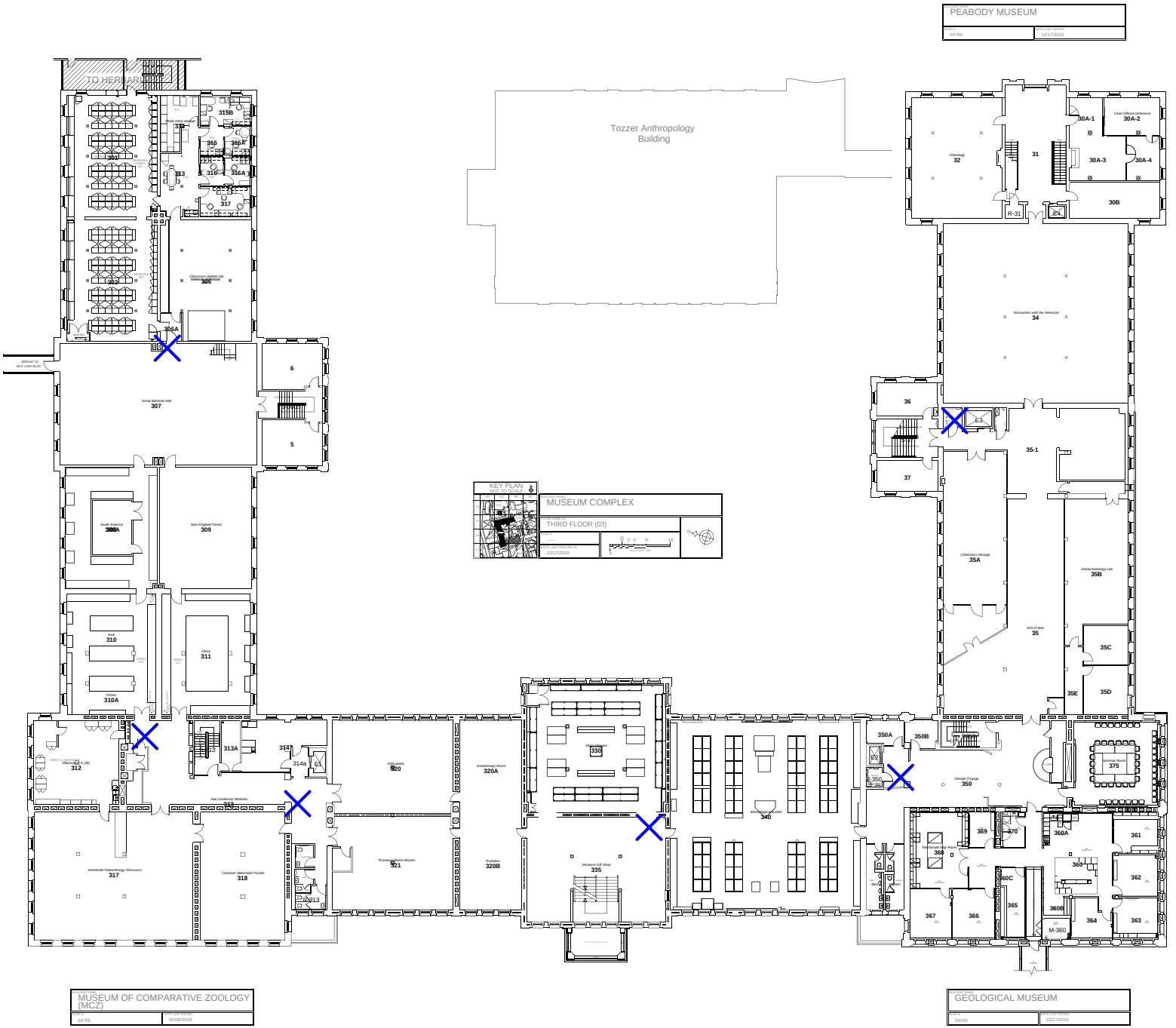
Second

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone



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Office of Physical Resources and Planning

03

Museum Complex

26 Oxford Street Cambridge MA 02138

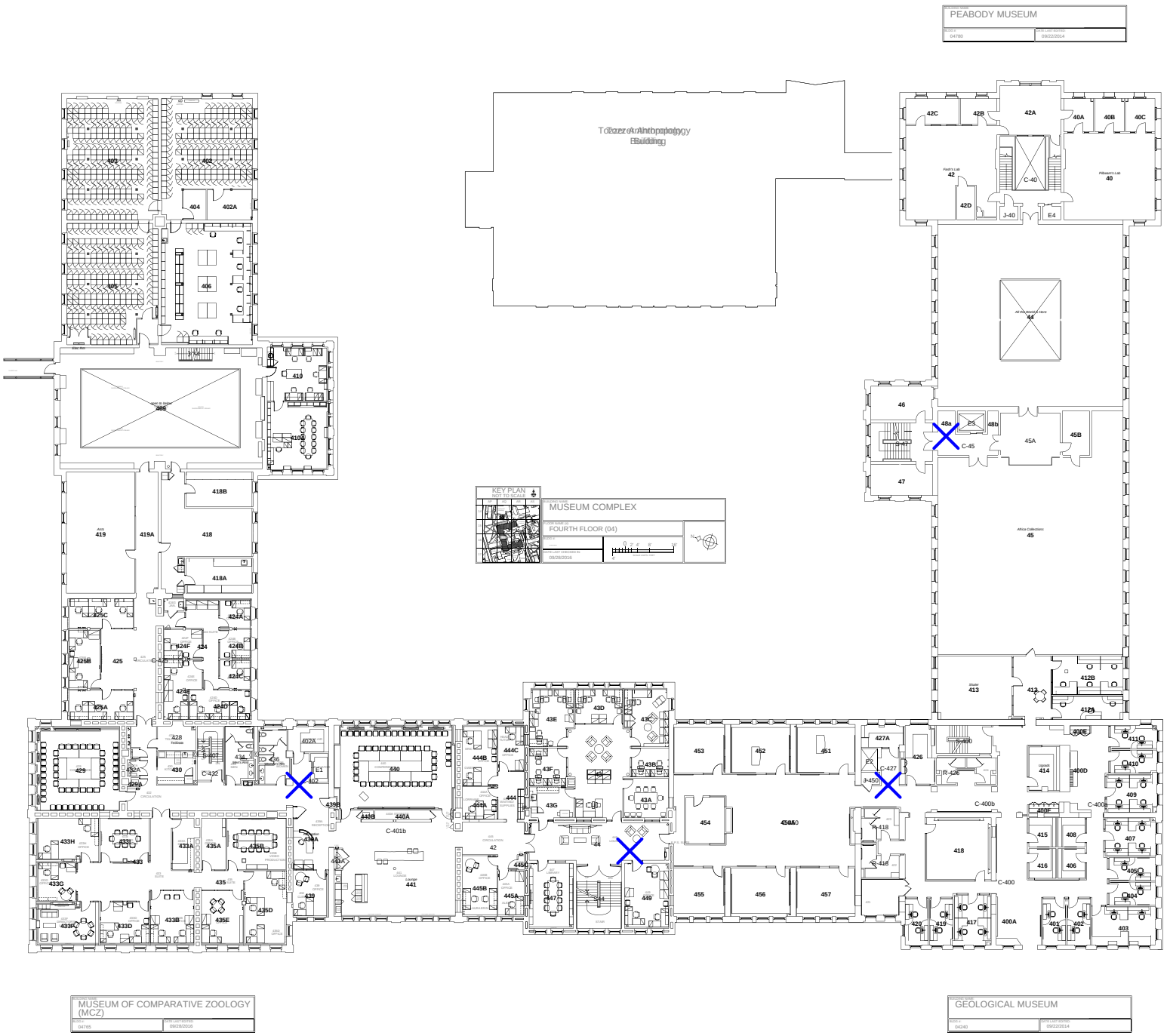
Third

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone



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Office of Physical Resources and Planning

04

Museum Complex

26 Oxford Street Cambridge MA 02138

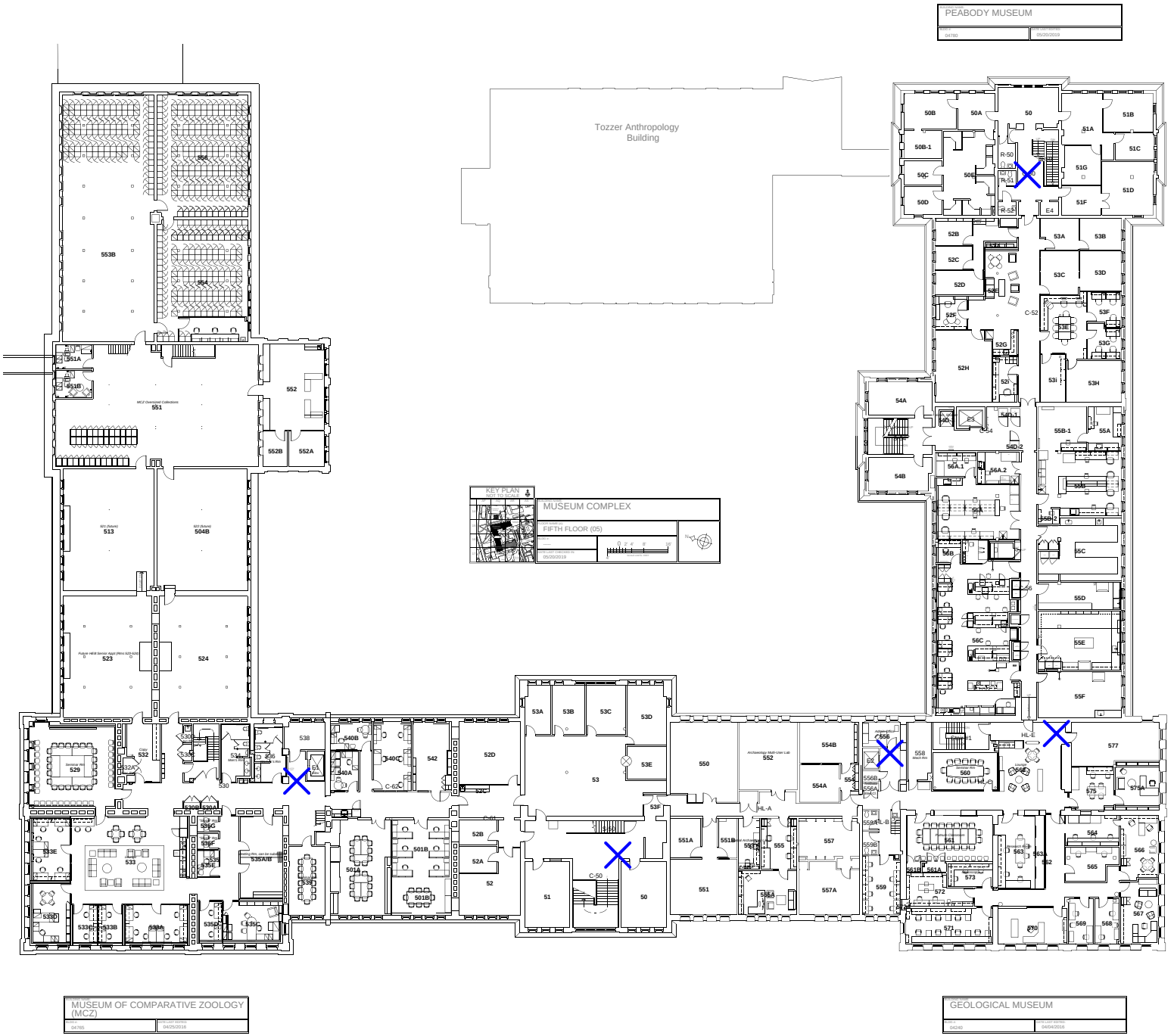
Fourth

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone



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Office of Physical Resources and Planning

05

Museum Complex

26 Oxford Street Cambridge MA 02138

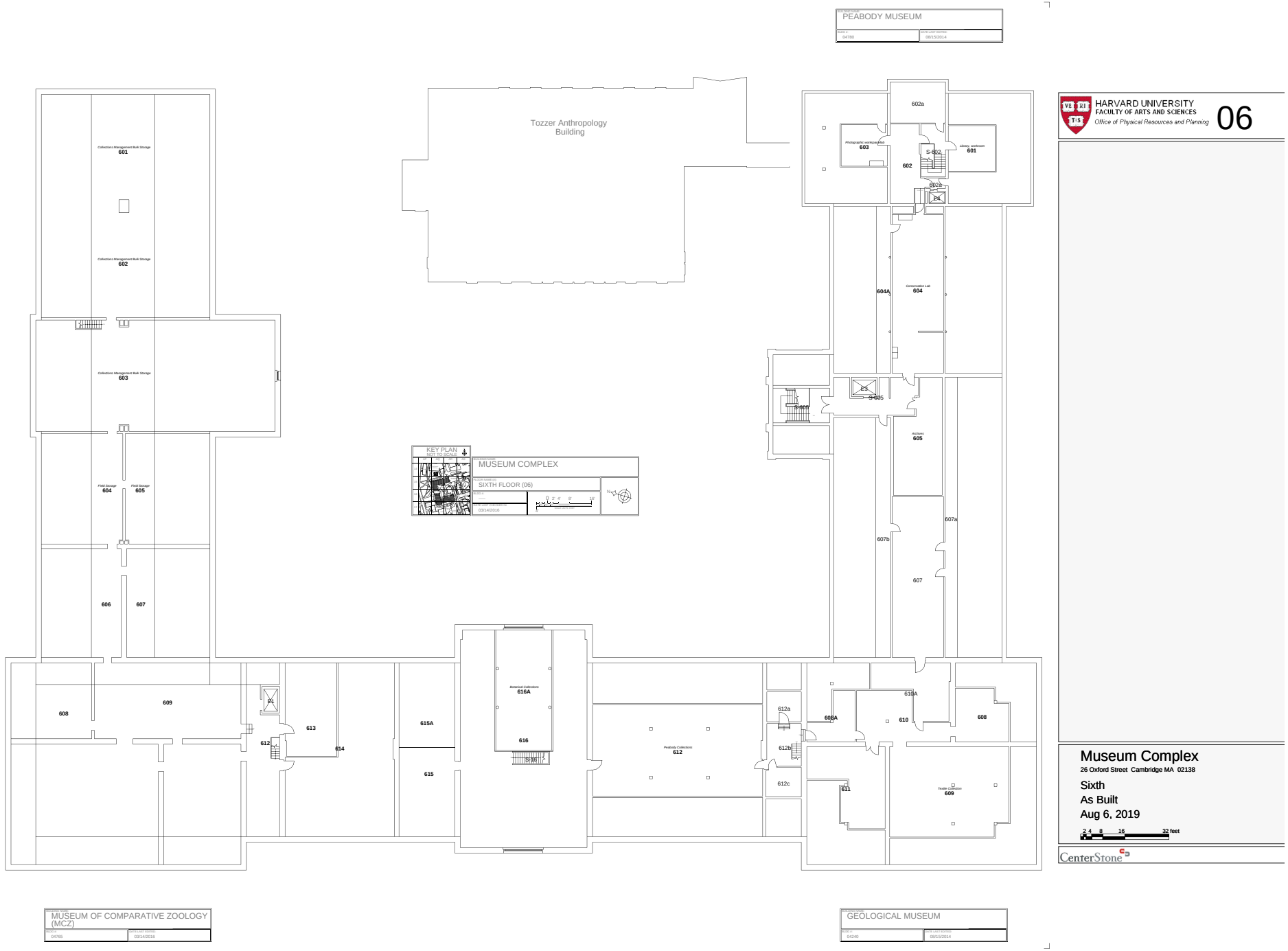
Fifth

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone



HARVARD UNIVERSITY
FACULTY OF ARTS AND SCIENCES
Office of Physical Resources and Planning

06

Museum Complex

26 Oxford Street Cambridge MA 02138

Sixth

As Built

Aug 6, 2019

2 4 8 16 32 feet

CenterStone