



Return to work plans

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Introduction

- This is NOT the official roll-out of the lab's plan for a return to normal operations
- We know many of you have questions and we want to keep you informed
- The lab is still discussing the plan with DOE and finalizing details, so some specifics that we discuss today may change
- There will be dedicated communications from lab management once the plan has been finalized, including further communications for supervisors regarding expectations

Lab and PPD Return to Work Plans

- Outline
 - Overview of lab return to work plan
 - Expectations and safety for personnel working onsite
 - PPD return to work plan
 - Priorities for first weeks
 - Outlook

Overview of Lab Return to Work Planning (1)

- The return to work plan is a phased process, moving gradually from the current safe status through to normal operations.
- Plan has been developed in the spirit and intent of the Governor's Orders and aligns with the National Guidelines for *Opening Up America Again*
- The lab's first and primary objective is to safely accomplish our mission
- The lab will use CDC guidance and a scientifically based approach
- All personnel working onsite are expected to adhere to lab requirements for safe work practices

Overview of Lab Return to Work Planning (2)

- The return to work is currently expected to involve a number of sequential phases
- In each phase, we expect additional personnel will be enabled to come onsite to work
- This phased approach will enable us to manage the return to work with highest emphasis on safety
- We expect that those who can work effectively from home will continue to do so for quite some time
- The plan has been crafted by the Return-to-Work Group (led by M. Michels, L. Ristori) with representatives from the different Divisions and Sections. It is at an advanced stage, but is subject to DOE review and approval

Expectations of Personnel Working Onsite

- **All work onsite will have to be performed respecting guidelines for social distancing and use of PPE**
- All personnel working onsite will be required to wear a face covering when inside, unless they are alone in a personal office space or conference room (with walls). They will be required to wear a face covering when outside, if >6 feet from another person cannot be consistently and completely maintained.
- Personal hygiene, including frequent and thorough hand washing, coughing into a sleeve, and staying home when feeling unwell, is expected.
- Follow all social distancing signage in elevators and queueing areas.
- *Social responsibility and self-monitoring will be key to successfully moving through the phases of this plan. It is the right of all personnel to stop on-site work for safety reasons. This means a person can stop work or report unsafe work if a colleague is not using appropriate face coverings, not maintaining social distancing, or not using appropriate protective equipment. Line management is accountable for enforcing safety and health rules.*

Keeping Personnel Safe Onsite

- All personnel will be screened when coming onsite
 - Current screening plan includes verbal questioning and temperature screening
- All personnel working on-site will be required to wear a face covering when inside.
 - Face coverings will be available at the gate, through the stockroom, or you can bring your own from home
- All work will require a HA that considers COVID19 as a hazard. If social distancing can not be maintained during the work, PPE must be used (face shields), with all steps documented in the HA
- Lab is stocking up on face shields, masks, disinfectant spray/wipes
- Clorixa has been doing deep cleaning of many buildings during the current status.
- Elevator occupancy will be limited. Stairways in Wilson Hall will be one-direction to minimize contact with other staff.

Onsite Support Services during initial phases

- Cafeteria, Daycare, Frontier Pub, and Gym will remain closed in initial phase
- Cafeteria operations will be evaluated based on demand and staff onsite. In early stages of return to work, cafeteria services may expand to either take-out food or a food truck that would stop at locations onsite.
- The daycare center will not be open during the initial phases, however, we are monitoring the situation closely and will open when we are able to meet the applicable CDC guidelines and ensure the safety of the children and their families.

Bringing PPD back to work

- We know that a number of people in PPD are eager to get back to onsite work, while a number of people are anxious about returning to work onsite, and some are both
- The approach that the lab and the Division are taking is to develop a plan that as safely as possible, and thus gradually, returns people to work onsite.
- For those who are eager, we're asking you to be patient. For those who are anxious, we're asking you to trust that the lab will execute the plan with safety as the highest priority AND we will not require anyone to come on-site who does not feel comfortable doing so
- We welcome suggestions or feedback on how to make your work safer or make you feel more comfortable doing a specific task

PPD return to work plan

- We formulated an initial plan one month ago, with input from across the division. Following the decision against restarting the accelerator, we had to start again and modify our priorities
- To prepare the new plan, we assembled a small team representing most of the major activities:
 - Maral Alyari
 - Rick Ford
 - Alex Keshavarzi
 - Mandy Kiburg
 - Vadim Rusu
 - Andrew Sonnenschein
 - Bob Tschirhart
- Focus so far has been the first few rounds of return to work
 - Given the total number of people that will return to work in a given period, PPD can only bring back ~8 people at a time

Updating PPD return to work plan

- Points we are addressing in new plan:
 - Prepare an inclusive list of work that can resume over many weeks
 - Provide details about how work will be performed
 - Who are the people involved?
 - How do we respect social distancing?
 - What PPE is required if social distancing can't be maintained?
 - As we resume more work, how do we continue to keep people separated in time and space
 - What are the needs/requests from other divisions?

Initial Priorities

- Top priority is Mu2e tracker panel work at Lab 3 and WH14
 - High priority project for the lab and for the division
 - Except for solenoids, the most attention from the project is currently on tracker
 - Seven people returning onsite (six at Lab 3, one at WH14)
- Additional PPD work expected in first round for SBN at DAB

- Next priority will be on restarting project work at SiDet
 - ADMX, CMB, CMS, Mu2e, SENSEI, SCDMS all have work there
 - Facility is mostly ready to go. Restart remaining systems shortly before resuming work
- Additionally we need to start work at g-2 that has to be completed before shutdown work can begin

- We will continue to work to map out the plan to bring back other onsite work gradually over subsequent weeks

Expectations of Returning PPD Personnel

- Supervisors will contact people to return for prioritized onsite work
 - If you are not comfortable returning to work, you should say so
 - PPD and the lab are working hard to make it a safe environment for people working onsite, but we will not require anyone to return
 - If you have specific concerns, or ideas how to make work safer, we welcome these suggestions
- PPD personnel working onsite should restrict themselves to the areas/buildings where they are approved to work, and must follow all lab guidelines for COVID safety
- Do the work you can only do onsite, and then go home. Do not stay in your office to read email, write code, make plots, etc.

Outlook

- The lab is preparing a return to work plan that will bring staff back to work over several months. Many of us will continue to work remotely for a while.
- Even for those returning, it will not be “back to normal”. Work will have to be performed respecting social distancing or using PPE.
- The PPD return to work plan is mapping out a restart of our technical work onsite. We are still finalizing the early stages, and will continue to develop the plan to fill in details to resume all onsite work.