



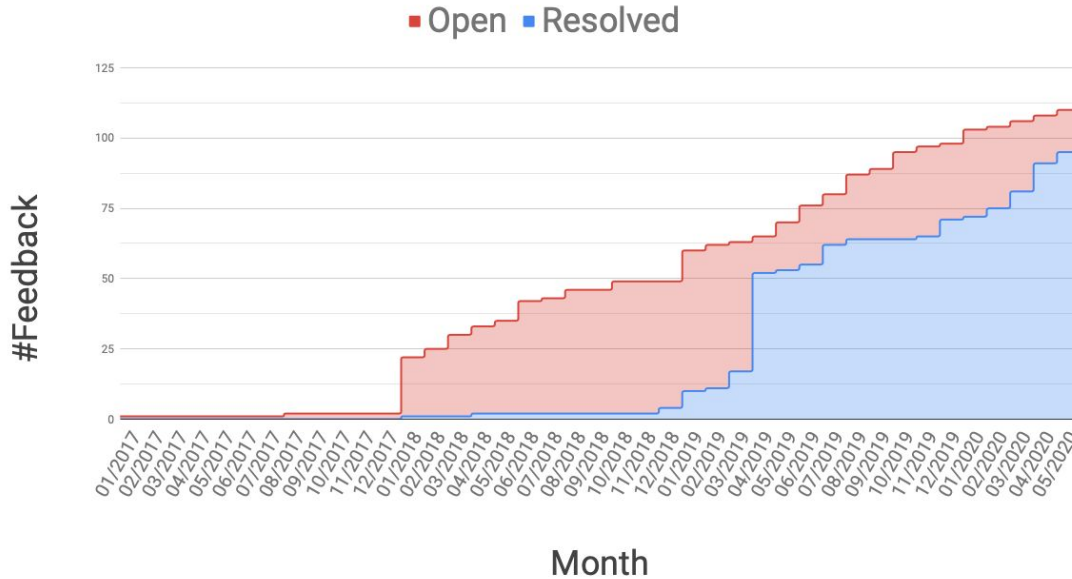
Quality of Life Sub-Committee Report

UEC Meeting
22. May, 2020

Oliver Gutsche, Yuanyuan Zhang

Feedback Overview

UEC Feedback



(*) Includes items we don't publish

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Resolved since 17. Apr 2020

COUNT of Comment # Category	Responsible	
	QoL	Grand Total
QoL	4	4
Village	1	1
Grand Total	5	5

New since 17. Apr 2020

COUNT of Comment # Category	Responsible	
	Grand Total	
Grand Total		

Feedback Overview

(*) Excludes items we don't publish

Resolved

COUNT of Comment #	Responsible				Grand Total
	Government Relations	QoL	UEC	Users Meeting	
Bathrooms:Village			2		2
Bathrooms:WH			5		5
Bikes			1		1
Cafeteria:Hours			2		2
Communication			2		2
Computing			1		1
Facilities			1		1
Facilities:Village			2		2
Facilities:WH			7	3	10
Food			5		5
Global Services			1	1	2
Library				1	1
Mail			1		1
Metrics	1				1
Parking:WH			4		4
Policy				3	3
QoL			20	1	21
Rental Car			3		3
Site			5		5
Taxi			4		4
UEC				2	2
UEC talks				1	1
User Registration			1		1
Users meeting				4	4
Village			1		1
Visa			1		1
Grand Total	1		69	11	86

Open

COUNT of Comment #	Responsible			Grand Total
	QoL	UEC		
Bikes		1		1
Computing		1		1
Facilities:Village		1		1
Facilities:WH		1	1	2
Food		1		1
Policy			1	1
QoL		5		5
Site Access		1		1
Grand Total		11	2	13

Resolved feedback since 17. April 2020

- I would like the piano practice room in the village laundry building to be opened up to non-village-resident users and employees. Unlike every other village resource (tennis courts, pool, gym, baseball fields, soccer fields, users center), use of this particular resource is limited to village residents alone. It is an underused resource, and is mostly standing empty and unused. Some of us live in apartments where we cannot rehearse, or are living here temporarily and can't have a piano with us. It would be very good and useful to open this resource to other Fermilab badge holders.
 - Anyone with an active badge is now allowed to use the piano. Please contact the housing office for key access/check out. Note though that the piano is not maintained at this moment because of funding limit.
- Since its tornado season, and the lab is closed due to COVID, it has made it difficult to find a tornado shelter for the employees who do not have basement in their houses. It would have been nice if the lab would let employees get in for tornado shelters in case of a tornado watch/warning. Thank you.
 - We talked to ESH about this item. They replied that taking the time to get to the lab and shelter is more hazardous and would put the person at risk. ESH put out an article on Fermilab today and included instructions about determining the safest place for a person who is teleworking.
<https://news.fnal.gov/2020/04/sheltering-during-a-tornado-or-other-severe-weather/>

New feedback since 17. April, 2020

- 4/30 - feedback item 107
 - As the lab will begin to bring employees back to work, it makes a lot of sense to ask that work that could be done remotely, should be done remotely.
 - I have heard from some users that they are really struggling with mental health issues while isolated at home.
 - Maybe Department heads could have some leeway to allow some users (that make specific request) back to work even if they don't have essential work that requires their physical presence, even if they only have work that could be done on their laptop at home.
- 5/1 - feedback item 108
 - Currently only essential personnel who are involved in the hardware activities for different experiments are being considered to be added slowly to access the lab over next few months.
 - We are seeing that by trying to work continuously from home for about two months, our productivity is going down continuously, we are feeling depressed and not motivated, losing morale day by day.
 - I feel that the lab should consider allowing employees/users (who are willing to come to work) at least for 2 days in a week, maybe for some limited hours without running the cafeteria. Being able to sit at the desk, using all the tools that we use regularly (such as a big monitor) will help keep the morale up and the productivity will increase that way.
 - Maybe the lab could also start shifts for people who want to come work at their desks, that way the number of people at the same time on a given floor will be limited.
 - I highly appreciate the first step the lab is taking to slowly bring back the people who are involved in hardware installations and tests. But being stuck in home for about 18 months or more until a vaccine is out, and stay productive over such a long period seems highly unlikely.
- 5/4 - feedback item 109
 - It would be great if the lab takes any step to get back the workers into Wilson Hall slowly after resuming work.
 - It's Really depressing to work continuously from home and the productivity has been going down.
 - So it will be helpful if we can access the lab (go to WH and access our desks) at least once a week, following all the safety measures (6ft, masks etc).
- Reply From Kate Gregory, Continuing on next page...

New feedback since 17. April, 2020

Language approved by
FNAL, add to minutes

- From Kate Gregory
 - Thanks for your email and I hope that you and your families/friends are doing okay. I know this is a tough and stressful time.
 - I appreciate your sending me the concerns and expressing the desires of employees to return to the site. I've received similar feedback from many others and understand the concerns about health and work. As you know, we're working on our plan to return to onsite work which has to be done in accordance with DOE guidance and aligned with the intent of the Governor's Order. Our intent is to return to normal operations as safely and quickly as we can. We have indicated to DOE that employees are very eager to return to the site, even in a limited fashion. However, we are required to get DOE approval before we increase the number of people or functions at the lab. At this point, the guidance is that we must limit access to things needed to maintain the site and prepare to restart mission-related work. We talk with DOE multiple times a day about returning to onsite operations as quickly as DOE and our safety requirements will allow.
 - I know this is a very difficult time and is impacting people's personal well-being and professional productivity, but we are limited in who can access the site and what work they can do. We're hopeful that as conditions improve we'll be able to begin increasing the functions and personnel allowed on site. As conditions change, Nigel will continue to provide updates through all-hands and other lab communications. In the meantime, the "Virtual Care Package for Remote Work" website has a lot of resources, ranging from virtual training opportunities to resources for emotional and psychological wellness. . <https://hr.fnal.gov/wdrs-virtual-care-package-for-remote-work/>
 - I am very sorry that we can't make the site more open at this time, but will keep you advised as things change. Please let me know if you have any questions, and please stay well.

Global Services Updates

- Changes to the badging office hours
 - Badging Office by appointment only.
 - Details -- <https://get-connected.fnal.gov>
- May is (was) Mental Health Awareness Month
 - Visit the website for Mental Health Awareness at <https://hr.fnal.gov/may-is-mental-health-awareness-month/>
 - These tools and strategies can be impactful now more than ever during the COVID-19 pandemic.

Badging Office

Contact Information

Badging Office email, badgingoffice@fnal.gov

Dave Andersen 630-840-4506

Jessica Jensen 630-840-2647

Hours

By appointment only. [Contact us](#) to make an appointment***

PEMP Goal 7 and commuting resources

- Trying to determine what specific actions can be taken to improve our PEMP score in 2020 - lead by Mark Jeffers (FNAL FESS)
 - The relevant issues are lab infrastructure (including parking), commuting resources, education/public outreach, and workforce development.
 - Interested in ways in which the lab's Facilities impact our community engagement, our recruitment and retention of students and staff, and the general quality of life for our employees.
 - Relevant parties: FSPA, UEC QoL, commuters, EPO
- We send a list of feedback items relevant to infrastructure issues to Mark
 - [Google doc](#)
- Deliverables of this goal
 - Put together a proposal for additional funding
 - Developing a website: one stop shop for transportation services
 - Deadline: End of FY20: September 2020

Requests to access Fermilab sites for users

Language approved by
FNAL, add to minutes

- Until site access restrictions are lifted, all access requests from Fermilab users should not include onsite dates unless you are listed as on-site essential personnel or are living in the village.
 - If you don't know whether or not you are on-site essential personnel, then you are not.
- If you have already submitted a request with dates, do not assume that you are approved to come on site during the dates you indicated on the form.
 - Contact your spokesperson or lab point of contact (POC) if you have questions regarding the Fermilab site access restrictions.
- Once site access restrictions are lifted or you are notified that you are listed as permitted to access the Fermilab site, you will be asked to fill out the on-site request form with accurate arrival and departure dates.
 - Please note that the onsite request form will require you to log in with your services account information (username and password).
 - The Users Office will not accept 'renewal request form' as onsite approval. You must have an approved 'onsite request form' on file before you can be issued a new badge.
- New process:
 - i. Fill out the access request form (<https://get-connected.fnal.gov/users/accounts/>) to renew your computing accounts.
 - ii. Do not enter access dates (unless you are on-site essential personnel or live in the village)
 - iii. If you are listed as on-site essential personnel, please fill out the on-site request form
 - iv. Schedule an appointment with the Users Office (usersoffice@fnal.gov) for document verification. Required documents for on-site access can be found at (<https://get-connected.fnal.gov/users/accounts/documents/>).
- Please contact your spokesperson or POC if you have questions regarding the process changes.
- If you need help accessing the onsite request form or resetting your services password, contact the Service Desk (servicedesk@fnal.gov or 630-840-2345)

Housing Allocation for the Summer

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“Due to the current situation the allocation of housing for the summer is different from the previous years. Those who have been informed by their supervisors that they have been designated as on-site essential personnel will be allowed to request housing by sending an email directly to Housing Office (housing@fnal.gov).”

UEC information for “New Employee Orientation”

- Need to provide information about the UEC to be added to the “New Employee Orientation” (which is also now available for users as a pilot)
 - [See draft poster here](#)
- Want approval today



The Users Executive Committee (UEC) represents Fermilab users (including employees that are also users) to the Laboratory. Whether users stay at the lab for a couple of days, months, or years, all users need access to the lab's scientific resources and support for a balanced life.

The UEC has subcommittees and organizes a number of important annual events for users, often co-ordinating closely with FSPA, the Fermilab Students and Postdocs Association. There are 12 members of the UEC: 6 are elected every year and serve a term of 2 years. Feedback and engagement from users is always welcome! Consider reaching out via the feedback form, or running for election to the UEC.

UEC Subcommittees

- Government Relations
- Users Meeting
- Education and Public Outreach
- Quality of Life

Annual events

- UEC Meet and Greet
- Congress HEP Advocacy trip
- Fermilab Users Meeting
- Miscellaneous cultural and academic events

Learn more about UEC at <https://uec.fnal.gov>



Have questions or comments?

Write to the UEC via the feedback form.
(You may choose to be anonymous.)

<https://uec.fnal.gov/uec-feedback-form/>

Contact

Email: uec-feedback@fnal.gov

Feedback Cut-off analysis

- 7 feedback items are older than 1 year and have not been resolved yet
 - a. Define UEC role and interactions with other initiatives
 - b. LCD display showing scheduled seminars near 1 West
 - c. Request to move office space without warning in advance
 - d. Add potential for delays of account renewals due to CV requirement and advice to immediately request extension in the account renewal reminder email.
 - e. ID expiration emails don't say that this is urgent, but they should.
 - f. Install a bike station at the D0 assembly building
 - g. I am pretty shocked at the state of the housing on site. Compared to similar sized labs (e.g. CERN, KEK, J-PARC) it's very poorly organised
- We propose to close these items without resolving them.

Action items

- Housing rental agreement for users to get driver's licence.
 - Griselda is working on the electronic system for the housing office, this will include legal review
- Rude user to service desk -- Service desk received rude replies from a user, that didn't read instructions clearly and mis-operated on a wrong item, and then got annoyed when getting multiple reminders on the item they missed.
 - Reply from communication office Deborah Sebastian --> Yuanyuan and Oli will provide text and work with communications office
- taxi schedule
 - Close the feedback item as it is no longer relevant.
- Keep Batavia road gate open after hours
 - Close the feedback item as it is no longer relevant.
- The users center no longer lets one order food for snacks on Fridays.
 - Close the feedback item as it is no longer relevant.
- indico.fnal.gov does not allow conferences without FNAL employee participation in organizing committee
 - Asked laboratory to document process - still outstanding, reminded twice