



Return to On-site Work Plan for SiDet Expanded Essential Phase-Round 2

Maral Alyari



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“Until a vaccine is developed, estimated to be 18 months, we will need administrative controls in place to protect the health of all employees.”

This is **NOT** the official roll-out of the lab’s plan for a return to normal operations

Individuals who are working effectively from home will continue to do so for quite some time



Outline

General

- Overview of return to on-site work phases
- Goals at SiDet
- Essential employee identification process
- Work planning process at SiDet
- Lab-wide guidelines
- General COVID-19 safety guidelines at SiDet
- Check in system for employees working alone

Details of work for round 2:

- List of essential employees and activities
- Shifts, work schedule and check-in process

Future planning:

- Planning for next weeks



Return to On-site Work Phases

6 phases

*Safe Standby
(began March 23)*

- limited workforce on site

*Expanded
Essential Phase
(Planning)*

- Additional essential workforce brought back (over several weeks) to evaluate processes

*Mission Critical
Operations*

- Increasing workforce on site
- Activity prioritized by science mission and availability of support functions

*Limited
Operations*

- Increasing workforce on site
- Activity prioritized by science mission and readiness of support

*Normal
Operations with
Maximum
Telework*

- Most of the workforce on site with large % still telecommuting

*Normal
Operations*

We're here!

Restarting SiDet:

- round 2 start date: **05/28/2020**
- round 3 start date: *to be determined*



Goals (Expanded Essential Phase)

- Goals of return to on-site plan at SiDet:
 - Provide a COVID-19 safe environment at SiDet
 - As feasible as possible!
 - Gradually resume work on key mission operations
 - Provide safe on-site work for employees who can't efficiently telecommute



How Are Activities and Essential Employees Identified?

- Prioritized on-site tasks and potential essential employees are submitted to PPD by projects
 - Essential employees will be contacted by their supervisors
 - *PPD and the lab do not require anyone to return to work*
 - *If you are not comfortable returning to work, you should say so*
- Final list of essential employees is formed and approvals are obtained
- Essential employees are officially informed by the division about their approval and start date



Expectations and Safety

Being approved to go on-site does not mean one is returning to normal work conditions

- The lab will use CDC guidance and a scientifically based approach
- All personnel will be screened when coming onsite
- PPD personnel working on-site should *restrict themselves to the areas/buildings where they are approved to work*
- All personnel working on-site are expected to *adhere to lab requirements for safe work practices*
 - Face-coverings and Hazard Analysis
 - Follow all social distancing signals in elevators and queueing areas.
 - Personal hygiene
 - Thorough and frequent hand washing
 - Coughing into a sleeve
 - Feeling unwell? Stay home!
 - *Done with the work you can only do on-site? Go home!*



Work Planning Process at SiDet

*This is **NOT** the official roll-out of the lab's plan for a return to normal operations*

- Details of work/tasks for different projects is collected for every week (at least one week in advance)
 - For every employee in each work space
 - Work steps and potential hazards
 - How many days/hours will each employee be at SiDet
- Weekly work schedule is provided based on work request from projects
 - Shifts
 - Specific work areas/dining areas/restrooms/entrances are designated to each employee
 - A point of contact is established for every task & communicated to each employees



Lab-wide Guidelines

Face Coverings:

- All personnel are required to wear a face covering when outside if they cannot consistently and completely maintain more than a six-foot distance from another person. All personnel are required to wear a face covering inside a building unless they are alone in a personal office space or conference room.
- It is Fermilab's goal to ensure that all personnel working on site have access to a face covering. There are a number of ways for on-site essential employees to obtain a face covering, including: at the gate, through the Fermilab stockroom, or a homemade or purchased face covering. You may also speak with your supervisor regarding obtaining a face covering. Employees should take breaks as needed to remove face coverings in a socially distanced location.
- Individuals are welcome and encouraged to wear face coverings as they arrive at the gate, but they will need to lower them to verify identity for access.
- Employees should use other protective equipment as appropriate and in accordance with work planning controls and guidelines that are on the [COVID-19 Resources for Employees](#) page at Fermilab at Work and in FESHM Chapter 2060.



Lab-wide Guidelines

Screening Process:

Following is the process, so you will know what to expect when arriving at and working on the Fermilab site. Only those on the approved personnel list are permitted to access the site:

- You should plan to arrive at the site early (~15 minutes) to allow time for the screening.
- Screening will be available at the Batavia and Wilson street gates at the times specified below. The inbound Pine Street gate will be closed; the outbound Pine Street gate remains open. Screening will be available at the Kautz road gate for construction contractors only.

Following are the gate and screening hours. Please note that the Pine St. gate is closed to inbound traffic.

Fermilab Gate	Gate and Screening Hours
Batavia St. Gate	5:50 a.m. to 9:30 p.m.
Wilson St. Gate	24/7
Kautz Rd. Gate (construction only)	6:30 a.m. to 3:30 p.m.



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- Screening will be available at the Batavia and Wilson street gates at the times specified below. The inbound Pine Street gate will be closed; the outbound Pine Street gate remains open. Screening will be available at the Kautz road gate for construction contractors only.
- You should arrive at the gate prepared to display your Fermilab badge or government issued identification.
- When you arrive at the gate, all of the occupants in a vehicle will be asked a few questions about potential exposure to COVID-19 and any symptoms that each person may be experiencing. Individuals will remain in their vehicle.
- Each person in the vehicle will be given a body temperature check. If you have a temperature lower than 100° F and pass the verbal screening process, you will be permitted to access the site. Screening results for questions/temperature at the gate will not be maintained; however, the name and ID number of any personnel not permitted to enter the site after screening will be recorded.



Lab-wide Guidelines

- **Anyone who has a temperature of 100 degrees Fahrenheit or above or does not pass the screening will not be permitted to enter the Fermilab site.**
- Employees who are not permitted on site following screening can elect to take the on-site test at the Lederman Science Center parking lot. All Fermilab on-site essential employees who are symptomatic or do not pass the screening may elect to be tested for COVID-19 at Lederman Science Center parking lot, may contact their personal physician, or may consult <https://dph.illinois.gov/covid19/covid-19-testing-sites> for testing sites. Results of tests taken on-site will be available in 24- to 72-hours. Individuals electing to test on site will have a sample collected at the Lederman Science Center parking lot and then exit the site through the outbound Pine Street gate to return home and await results. If you have questions regarding testing, you may contact the Fermilab Occupational Medical Office.



Lab-wide Guidelines

- Every essential employee must complete the required training:
 - Before going on-site or within 24 hours if they cannot
 - [FN000684 / CB](#) *Working Safely in the Era of COVID-19 and the Return to On-site Work*
 - *We rely on the supervisors to ensure the training is completed by the personnel*

How to code your time

You should note all time worked, including time spent on required screening activities on your Kronos timesheet as hours worked.



General COVID-19 Safety Guidelines at SiDet

- A face-covering is required to enter SiDet and in all areas
- 6 ft social distancing is required at all-times even with face-masks
 - Any work within 6ft requires Division Head approval.
- PPE is available in designated PPE areas
 - **PPE point of contact at SiDet : Bert Gonzalez**
- Restroom occupancy protocol will be in place
 - Signs are posted to encourage single occupancy
- Employees are encouraged to
 - Clean their working areas before they start work and after the work is done
 - Clean the door knobs with wipes
- Gloves should be disposed properly after they are used



Expectations and Safety

- *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.*



Check-in System for Employees

- **Employees:**

- Please let your supervisors know when
 - you arrive at your work site
 - you leave the work site

- **Supervisors or points of contact:**

- Please check in with the essential employees every one or two hours



Details of Work for Expanded Essential Phase Round 2

Start date: 05/28/2020



Essential Employees at SiDet

Expanded Essential Phase - Round 2

<i>PPD Round 2 Activities</i>	<i>Essential Employee</i>
<i>CMS</i>	<i>Gonzalez</i>
<i>CMS</i>	<i>Jonas</i>
<i>CMS</i>	<i>Heller</i>
<i>CMS</i>	<i>Lippert</i>
<i>Axions/CMB/SCDMS/SENSEI</i>	<i>Ruschman</i>
<i>Axions/CMB/SCDMS/SENSEI</i>	<i>Hassan(TD)</i>
<i>Axions/CMB/SCDMS/SENSEI</i>	<i>Uemura</i>

**All essential employees for round 2 are notified by their supervisors and PPD
They can access the lab starting May 28th, 2020**



Shift Schedule for Thursday and Friday

- Shift schedule is posted at:
https://docs.google.com/spreadsheets/d/1DarbToSWNLQWKhIPyyWCU-ljRJ-_OFEL-Bm4614sRg8/edit?usp=sharing
- There is also information regarding the project and POC on the sheet

<i>Work Site at SiDet</i>	<i>May 28th morning</i>	<i>May 28th afternoon</i>	<i>May 29th morning</i>	<i>May 29th afternoon</i>
<i>Lab A</i>		Sho Uemura		Sho Uemura
<i>Lab D</i>	Bert Gonzalez			
<i>Wire-bonding room</i>			Michelle Jonas	
<i>Lab G</i>	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman

- *Expected hours per each visit:*
 - *Sho Uemura: 1-2 hours; maybe up to 4 hours*
 - *Michelle Jonas and Bert Gonzalez: half a day each*
 - *Mark Ruschman: Full time*



Shift Schedule for Next Week

- Shift schedule is posted at:

https://docs.google.com/spreadsheets/d/1DarbToSWNLQWKhIPyyWCU-ljRJ-_OFEL-Bm4614sRg8/edit?usp=sharing

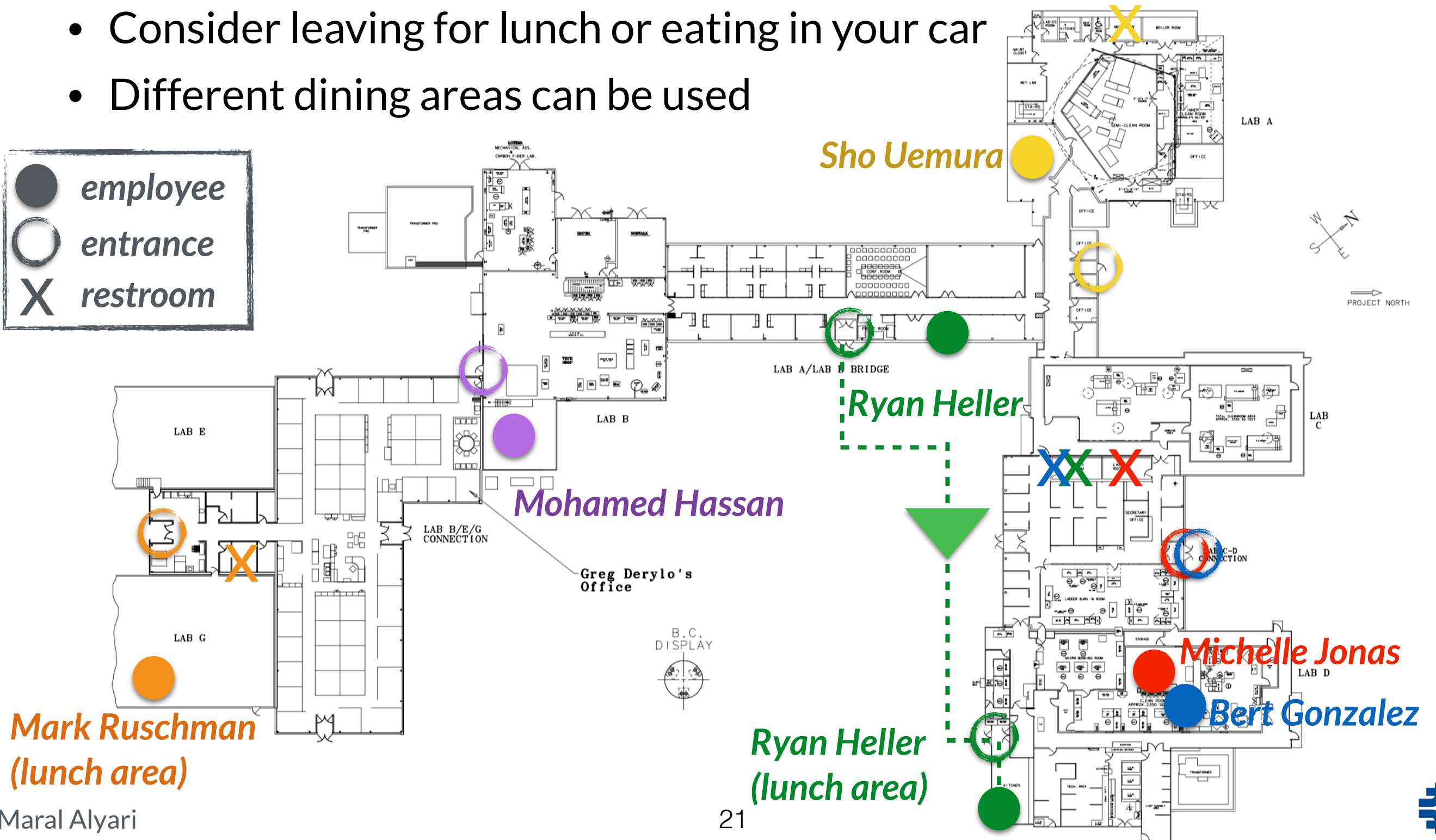
Work Site at SiDet	June 1st morning	June 1st afternoon	June 2nd morning	June 2nd afternoon	June 3rd morning	June 3rd afternoon	June 4th morning	June 4th afternoon	June 5th morning	June 5th afternoon
Lab A		Sho Uemura		Sho Uemura		Sho Uemura		Sho Uemura		Sho Uemura
Lab B basement			Mohamed Hassan				Mohamed Hassan			
Timing lab	Ryan Heller	Ryan Heller			Ryan Heller	Ryan Heller			Ryan Heller	Ryan Heller
Lab D	Bert Gonzalez				Bert Gonzalez					
Wire-bonding room			Michelle Jonas				Michelle Jonas			
Lab G	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman

- Expected hours per each visit:**
 - Sho Uemura: 1-2 hours; maybe up to 4 hours**
 - Mohamd Hassan: 4 hours**
 - Ryan Heller: 4-6 hours**
 - Michelle Jonas and Bert Gonzalez: half a day each**
 - Mark Ruschman: Full time**



Entrance-Dining Area-Restroom

- Employees are encouraged to use the entrances and restrooms close to their work site
- Only Ryan Heller and Mark Ruschman will be at the lab for lunch
 - Consider leaving for lunch or eating in your car
 - Different dining areas can be used



Checking In!

- Communication tools: Zoom/FaceTime/personal phone/email

Essential Employee	Contact the project's point of contact if you have questions about your tasks	Check in with your supervisor or your project's Point of Contact
Sho Uemura	Juan Estrada	Juan Estrada
Mohamed Hassan	Andrew Sonnenschein	Andrew Sonnenschein
Ryan Heller	Artur Apresyan	Anadi Canepa
Bert Gonzalez	CMS Endcap Timing Layer: Ted Liu CMS Outer Tracker: Lenny Spiegel	Rick Ford
Michelle Jonas	Bert Gonzalez	Bert Gonzalez
Mark Ruschman	Dan Bauer	Dan Bauer



Next Steps

- Schedule a weekly meeting on Thursdays
 - At least for the next few weeks
 - Will send around a doodle poll
 - We'll have a meeting before the start of round 3
- Please send me your hours/work requests for the coming week as we go
- Please let me know if you have any feedback or questions



Thank you!

