



SiDet Return to On-site Work Plan Expanded Essential Phase

Maral Alyari



June 4th, 2020

Thanks Bert for all your efforts!

Thank you all for your cooperation!



Outline

- Overview of return to on-site work phases
- Goals at SiDet
- Safety guidelines
- List of essential employees and activities
- Shifts, work schedule and check-in process
- Work planning process for the coming weeks
- Summary
- Feedback and questions?



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: 06/04/2020**



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!
 - ***Protect the health of the employees***
 - ***Being approved to go on-site does not mean one is returning to normal work conditions***
 - Gradually resume work on key mission operations
 - Provide safe on-site work for employees who can't efficiently telecommute
 - ***Individuals who are working effectively from home will continue to do so for quite some time***



Expectations and Safety

- All personnel will be screened when coming onsite
- Every essential employee must complete the required training
 - Before going on-site or within 24 hours if they cannot
 - ***We rely on the supervisors to ensure the training is completed by the personnel***
- 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.
 - 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!***



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
 - Magnets will be provided to essential employees
 - Please place your magnet on the restroom door/board to indicate the restroom is occupied
- 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.*



Essential Employees at SiDet

Expanded Essential Phase - Round 2

<i>Activities resumed in round 2</i>	<i>Essential Employee</i>
<i>CMS</i>	<i>Bert Gonzalez</i>
<i>CMS</i>	<i>Michelle Jonas</i>
<i>CMS</i>	<i>Ryan Heller</i>
<i>SuperCDMS</i>	<i>Mark Ruschman</i>
<i>ADMX</i>	<i>Mohamed Hassan(TD)</i>
<i>CCDs</i>	<i>Sho Uemura</i>

The essential employees for round 2 have been going to SiDet since May 28th, 2020



Essential Employees at SiDet

Expanded Essential Phase - Round 3

<i>Activities resuming in round 3</i>	<i>Essential Employee</i>
CMB	Adam Anderson
SuperCDMS/ADMX	Matt Hollister
SENSEI	Greg Derylo
CMS	Doug Berry
CMS	Karri DiPetrillo
Mu2e/CMS	Gary Teafoe
Mu2e	Anna Zanetti

The essential employees for round 3 can access the lab starting June 4th, 2020



Shift Schedule

- 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

Location	June 8 - morning	June 8 - afternoon	June 9 - morning	June 9 - afternoon	June 10 - morning	June 10 - afternoon	June 11 - morning	June 11 - afternoon	June 12 - morning	June 12 - afternoon
SiDet-Lab A CCD Lab		Sho Uemura		Sho Uemura		Sho Uemura		Sho Uemura		Sho Uemura
SiDet-Lab A cleanroom									Anna Zanetti	Anna Zanetti
SiDet-Lab A			Adam Anderson					Adam Anderson		Adam Anderson
SiDet-Lab B basement			Mohamed Hassan				Mohamed Hassan			
SiDet-Timing lab	Ryan Heller	Ryan Heller	Karri DiPetrillo	Karri DiPetrillo	Ryan Heller	Ryan Heller	Karri DiPetrillo	Karri DiPetrillo	Ryan Heller	Ryan Heller
SiDet-Lab D	Doug Berry		Bert Gonzalez			Bert Gonzalez	Doug Berry		Bert Gonzalez	
SiDe Lab D wire-bonding room	Michelle Jonas				Michelle Jonas		Michelle Jonas			
SiDet Lab C South	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Anna Zanetti Gary Teafoe	Gary Teafoe	Gary Teafoe
SiDet Lab C North	Greg Derylo				Greg Derylo					
SiDet-Lab G	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Dan Bauer	Dan Bauer	Dan Bauer

This week

Next week



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SiDet Return to On-Site Work (Expanded Essential Phase) ☆ 📁 ☁

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Share

- More individuals prefer to start in the morning
- Only one essential employee is working in each designated working areas
 - Physical walls in between working areas
- If you'd like to make changes to your hours to go in when overall fewer individuals are at SiDet please let me know

1										
2	Shift Schem									
3	Location									
4	SiDet-Lab A									
5	CCD Lab									
6	SiDet-Lab A									
7	cleanroom									
8	SiDet-Lab A									
9	SiDet-Lab B									
10	basement									
11	SiDet-Timing									
12	SiDet-Lab D									
13	SiDe Lab D									
14	wire-bonding									
15	SiDet Lab C									
16	South	Greg Derylo						Greg Derylo		
17	SiDet Lab C North									
18	SiDet-Lab G	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Mark Ruschman	Dan Bauer	Dan Bauer
19										
20										

May 28 - June 5 June 8 - June 12

Explore

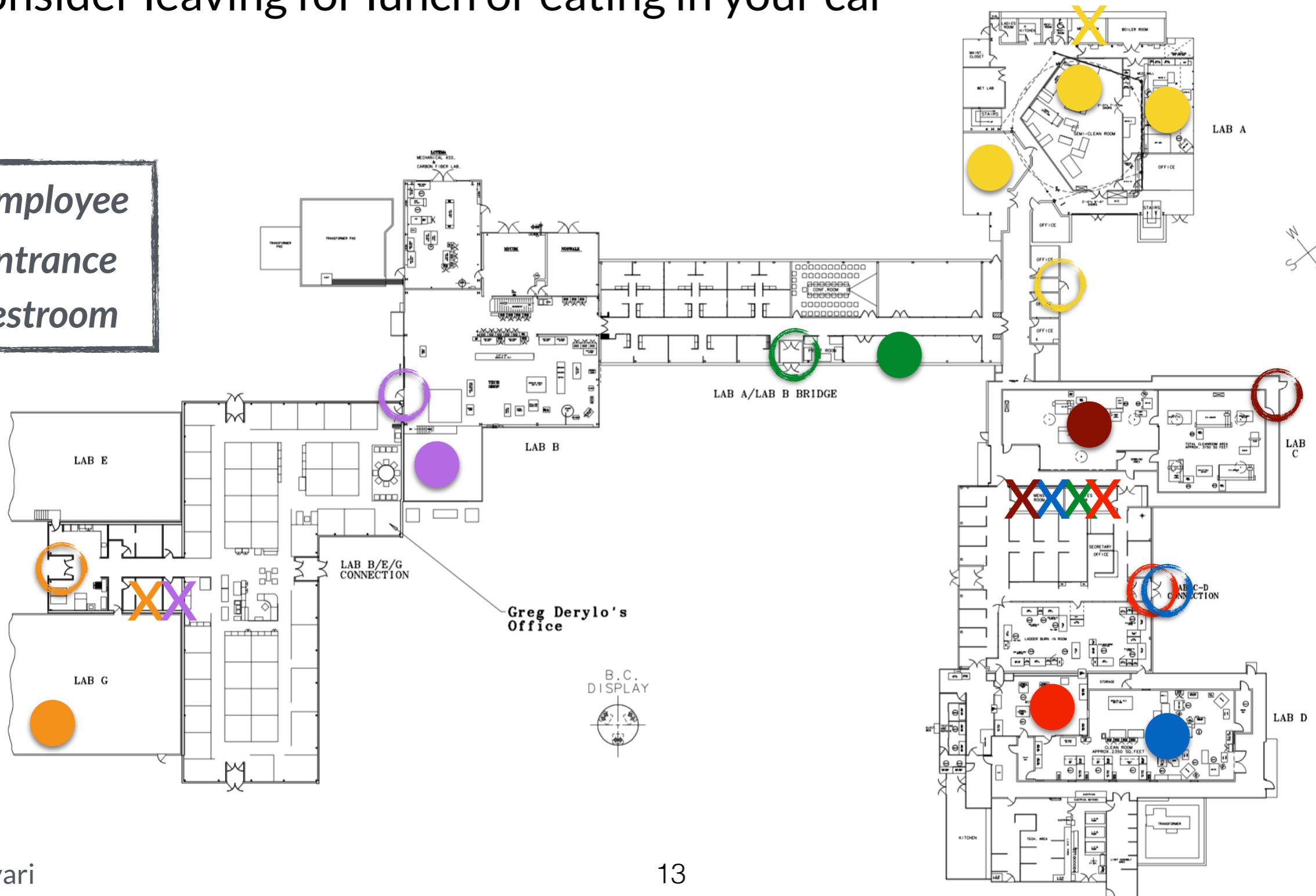
This week

Next week



Entrance-Dining Area-Restroom

- Employees are encouraged to use the entrances and restrooms close to their work site (If they have keys)
- Consider leaving for lunch or eating in your car



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



Checking In!

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

Employee	Project	Project's POC	Please check-in with
Sho Uemura	CCD	Juan Estrada	Juan Estrada
Mohamed Hassan	ADMX	Andrew Sonnenschein	Andrew Sonnenschein
Ryan Heller	CMS	Artur Apreysan	Anadi Canepa
Bert Gonzalez	CMS Brookhaven	Ted Liu Lenny Spiegel Zoltan Gecse Ye Zhenyu	Rick Ford
Michelle Jonas	CMS Brookhaven	Ted Liu Lenny Spiegel Ye Zhenyu	Bert Gonzalez
Mark Ruschman	SuperCDMS	Dan Bauer	Dan Bauer
Adam Anderson	CMB	Adam Anderson	Brad Benson
Matt Hollister	SuperCDMS ADMX	Andrew Sonnenschein Dan Bauer	Terry Tope
Greg Derylo	SENSEI	Juan Estrada	Russell Rucinski
Doug Berry	CMS	Doug Berry	Steve Nahn
Karri DiPetrillo	CMS	Artur Apreysan	Anadi Canepa
Gary Teafoe	Mu2e CMS	Ron Ray Lenny Spiegel Zoltan Gecse, Maral Alyari	Bert Gonzalez
Anna Zanetti	Mu2e	Ron Ray	Ron Ray
Dan Bauer	SuperCDMS	Dan Bauer	Brenna Flaughner



Work Planning Process at SiDet

- Details of work/tasks for different projects is collected for every week
 - For every employee in each work space
 - Work steps and potential hazards
 - How many days/hours will each employee be at SiDet

Send me your coming week's preferred work schedule and work details by the end of every Tuesday

- Weekly work schedule is provided based on work request from projects
 - Shifts
 - Specific work areas are designated to each employee
 - A point of contact is established for every task & communicated to each employees



Summary

- PPE point of contact at SiDet: **Bert Gonzalez**
- We plan to meet on Thursdays 8 a.m. to 9 a.m.
 - At least for the next few weeks
- Please continue following the safety guidelines at the lab
- Please send me your next week's hours/work requests by the end of every Tuesday
- Please let me know if you have any feedback or questions



Back-up



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.



