

400 MeV Test Area (MTA)

Accelerator Readiness Review (ARR)

Logistics and COVID-19 Protocols

September 9-11, 2020

The 400 MeV Test Area (MTA) is preparing to restart beam operations in support of the Irradiation Test Area (ITA) and will have an internal Accelerator Readiness Review (ARR) prior to turning on beam in order to determine if the facility is ready to safely begin commissioning and operations with beam.

The ARR is scheduled to take place while the Fermilab site is in the Limited Operations phase, due to the COVID-19 pandemic. As such, additional Lab restrictions and requirements have to be considered when planning this ARR.

Currently, in-person gatherings at Fermilab are allowed to be up to 50 people or the COVID-19 capacity of a meeting room or the size of the area and ability for persons to appropriately socially distance, whichever is less. Historically, in-person ARR's have been conducted to facilitate better communication and discussion between the review committee and with presenters and/or Subject Matter Expert(s). In order to provide an environment that is both conducive to discussions while also keeping the number of people as minimized as possible, the ARR is planned to utilize remote presentations, in-person walkthroughs, and in-person and/or remote executive sessions. The main goal is to conduct an effective ARR while ensuring the comfort of all participants in this unprecedented time. The suggested ARR plan is described below. A more detailed schedule will be provided prior to the review.

- Day 1 – Presentations

All presentations will be on Day 1 and will be done remotely via Zoom. The ARR review committee may also call in remotely to the presentations, but the Huddle conference room has been reserved if any reviewer prefers to be on-site for presentations.

All presentations will utilize the same Zoom meeting, and each presenter will have the ability to share their screen to go through their presentations. The ARR facilitator will be available to run presentations as needed.

During executive sessions, the ARR facilitator will be available to coordinate phone/Zoom call with SMEs. At this time, the ARR review committee should discuss need for on-site discussion during Day 2 Executive Sessions.

- Day 2 – Facility Tour and Executive Session/Follow-Up

Day 2 is dedicated to facility tours, SME follow-up, and Executive Session time. All reviewers must be on-site to participate in the facility tour. The Huddle conference room has been reserved to facilitate in-person discussion during the Executive Session, if necessary.

Staggered tours are scheduled throughout the morning to accommodate tours for each reviewer while adhering to social distancing requirements. Tour groups are not to exceed five (5) personnel.

During the tours, reviewers will be split into groups, and each group will go on a separate tour with one facility SME. Other SMEs will be available via Zoom to answer any questions the tour group may have. Reviewers not on the tour may remain in the Huddle and may also participate with the touring group via Zoom if they so choose. They may also use this time for any follow-up from the presentations. At least one of the ARR facilitators will also be on-site and available to coordinate phone/zoom calls with SMEs to answer any questions and provide additional information.

During the executive session, reviewers may be on-site together in the Huddle to aid in group discussion, if necessary. At least one of the ARR facilitators will also be on-site and available to coordinate phone/zoom calls with SMEs to answer any questions and provide additional information.

PPE/Training Requirements for the Facility Tour, including COVID-19 protocols:

- Radiological Worker Training (both Classroom and Practical Factors)
 - OR a Radiation Safety Briefing by the RSO
 - Read & Sign MTA RWP
 - Electronically – <https://esh-rwp.fnal.gov/>
 - Paper – in MCR
 - MTA Hazard Awareness Training
 - OR facility briefing by the DSO
 - Dosimetry badge & pocket dosimeter (may be provided by the RSO if needed)
 - Closed toe, low heel shoes (do not need safety/construction shoes)
 - Gloves (will be provided)
 - Face covering (please bring your own)
 - Maintain a social distance of 6 feet wherever possible
- Day 3 – Close Out

Day 3 will include executive session time for any further follow-up, and preparing for the close-out. This session may be done remotely via Zoom, or on-site in the Huddle if necessary.

The closeout will be done remotely via Zoom.

At least one ARR facilitator will be available to coordinate phone/zoom calls with SMEs to answer any questions and provide additional information. They will also help coordinate the Zoom meeting for the close out.

At any point while in the meeting room, the following COVID-19 protocols are in effect:

- Maintain a social distance of 6 feet.
- Face coverings required.
 - Additional breaks can be scheduled to allow review committee members to step out and get a drink or remove face coverings.
- No refreshments will be provided.

With the unknown nature of the COVID-19 pandemic, as Lab status changes we will continue to evaluate our ARR plan to ensure consistency with Lab requirements and restrictions, while ensuring the comfort of the participating on-site reviewers, facilitators and SMEs. Review committee members must be on site for the facility tour to continue with the ARR as scheduled. If for some reason this isn't possible, the ARR facilitator will work with Fermilab management and the Fermilab Site Office to determine appropriate actions, up to and including delaying the ARR.