



# SiDet Return to On-site Work Plan

Maral Alyari

 September 3<sup>rd</sup>, 2020

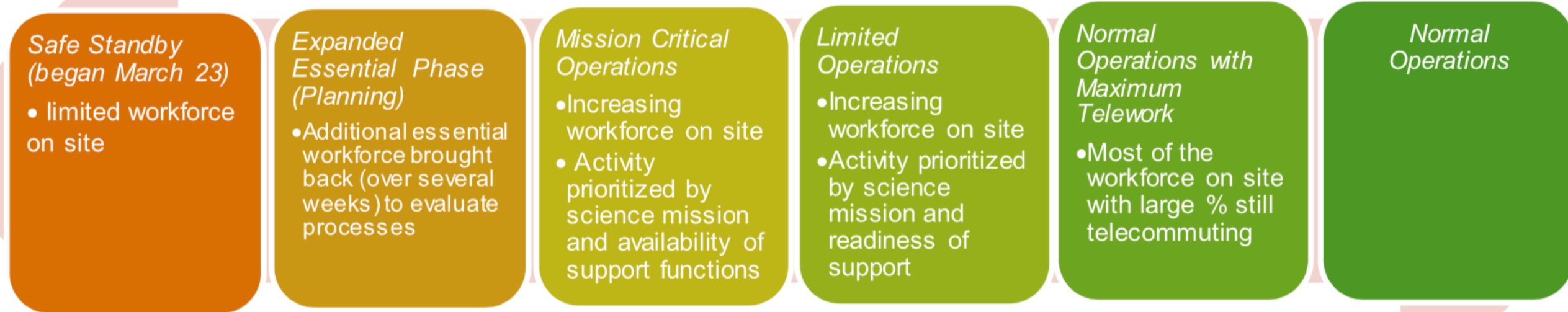
# Outline


- Overview of return to on-site work phases
- Goals at SiDet
- Lab-wide safety guidelines
- Safety guidelines at SiDet
- Shifts, work schedule and check-in process
- Summary

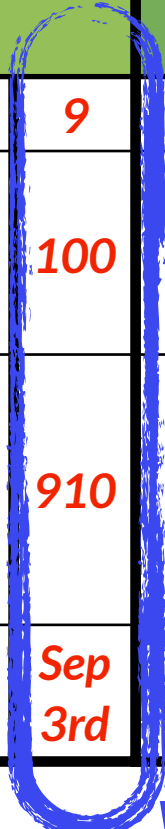


# Return to On-site Work Fermilab Phases

6 phases



	 <b>Safe Standby</b>	<b>Expanded Essential</b>			<b>Mission Critical Operations</b>	<b>Limited Operations</b>				<b>Normal Operations with Max Telework</b>	<b>Normal Operations</b>	
<b>Round</b>		1	2	3	4	5	6	7	8	9		
<b># of people added</b>		64	66	65	65	100	100	100	100	100		
<b>Total # of people on-site</b>	150 (essential)	214	280	345	410	510	610	710	810	910		
<b>Start Date</b>	March 23rd	May 21st	May 28th	June 4th	June 11th	June 25t	July 16t	July 30t	Aug. 13t	Sep 3rd		



We're here!



# Goals

- 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/users***
    - ***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***





# Lab-wide Guidelines

The screening process to enter the Batavia site is detailed below. Site access remains restricted to essential on-site personnel and Village residents.

If you are an employee or user who is approved for on-site access, you will need to:

- Enter the site via the Wilson St. or Batavia Rd. gates
- Answer screening questions asked by Fermilab security officers at the gate:
  - Do you have COVID-19 or symptoms?
  - Have you been in contact with someone who is COVID-19 positive or with symptoms?
- By a non-contact method, have your body temperature taken by the Fermilab security officer.
- Swipe your Fermilab ID badge via a handheld card reader to confirm that your access is authorized via the essential on-site personnel list.

**EMPLOYEES:** If your temperature is above 100 degrees Fahrenheit or the answer to either of the screening questions is “yes,” then you will have the option of being tested for COVID-19 on the Fermilab site or off-site at a location of your choice. Regardless of whether or not you elect to be tested, you will not be able to work on site and will need to contact the Fermilab medical office at 630.840.3232.

**USERS:** If your temperature is above 100 degrees Fahrenheit or the answer to either of the screening questions is “yes”, then you will not be able to work on site and will need to contact the Fermilab medical office at 630.840.3232.



# 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*



# Expectations and Safety

- 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, Hazard Analysis, etc
  - 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!*
  - *Please perform only the technical work for which you're required to be on-site*
- ***No desk work is allowed at this time!***
  - *It was reported during SiDet walkthroughs that some individuals have been working in their offices*



# General COVID-19 Safety Guidelines at SiDet

- About **53 individuals** are now working at SiDet on a regular basis
- **Following and adhering to the safety guidelines are very important at this time (same as always!)**
- A **face-covering** is required to enter SiDet and in all areas
- **Minimum of 6 ft** social distancing is required at all-times even with face-masks
  - Any work within 6ft requires an HA and Division Head approval.
- Employees are encouraged to
  - Clean their working areas before they start work and after the work is done
  - Avoid sharing lab coats, PPE and tools
  - Clean the door knobs with wipes
- Gloves should be disposed properly after they are used





# Please Note!

**Slide is borrowed from Kevin's talk:**

[https://indico.fnal.gov/event/23874/contributions/195689/attachments/133866/165304/200902\\_PPDAllHands\\_ReturnToWorkUpdate.pdf](https://indico.fnal.gov/event/23874/contributions/195689/attachments/133866/165304/200902_PPDAllHands_ReturnToWorkUpdate.pdf)

## Performing COVID-Safe Work On-site

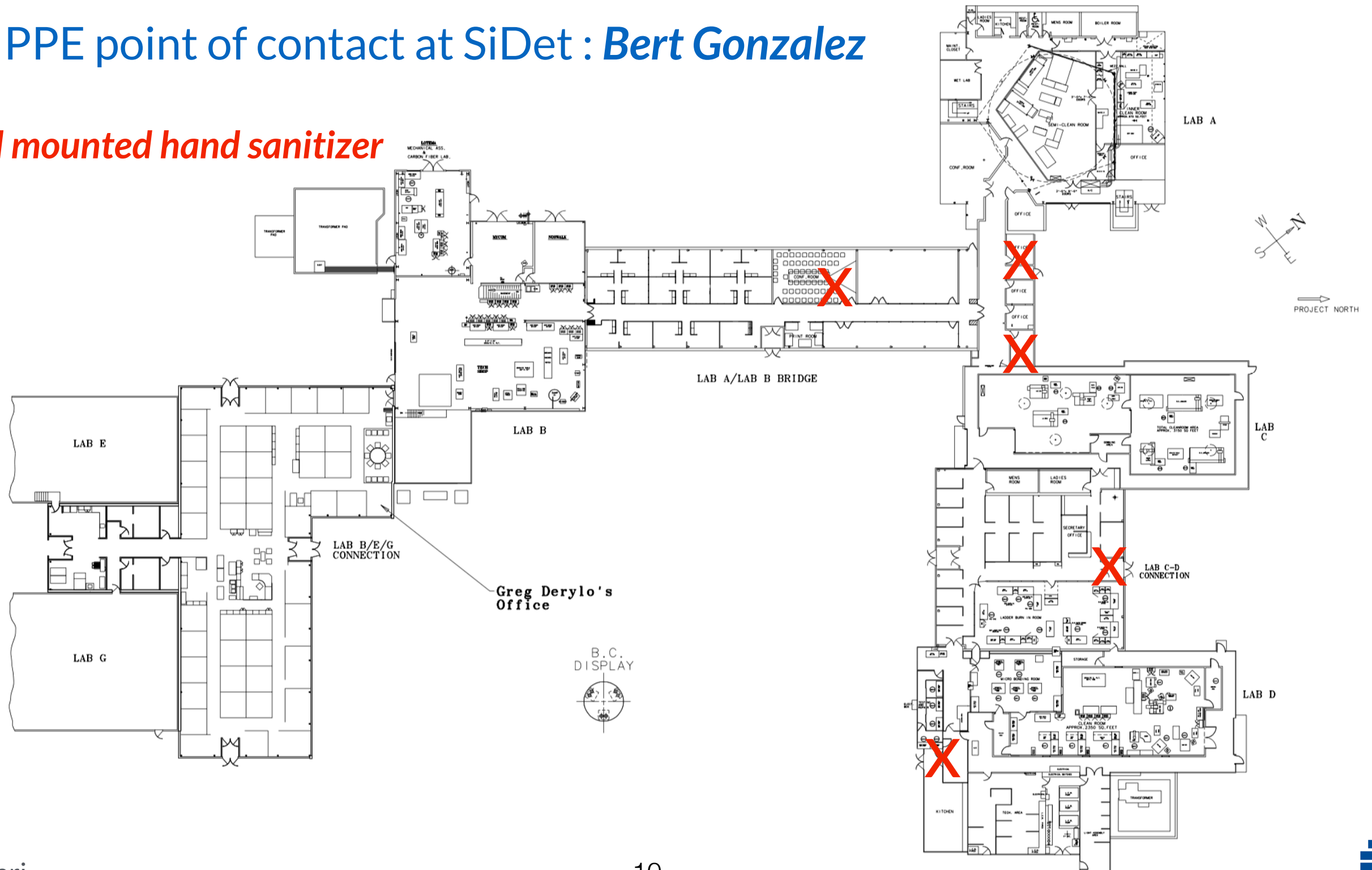
- Safety remains the top priority as people return to work on-site
  - The lab and the division have carefully planned and coordinated activities so that we can get work done while respecting social distancing
- Several groups across the lab have reported that people have become more relaxed about COVID safety and are not strictly following guidance
  - Not wearing masks properly
  - Not paying attention to social distance while working
  - Neglecting overall coordination of work in a shared space
  - Less effort to include COVID risk mitigation in planning
- It's clear that COVID-19 is not going away soon, so we must remain vigilant in following all guidance for COVID safety. We want to keep everyone safe and healthy, and we want to continue bringing people back to work safely.
- Reminder from when we started returning to on-site work in May:
  - *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.*



# PPE

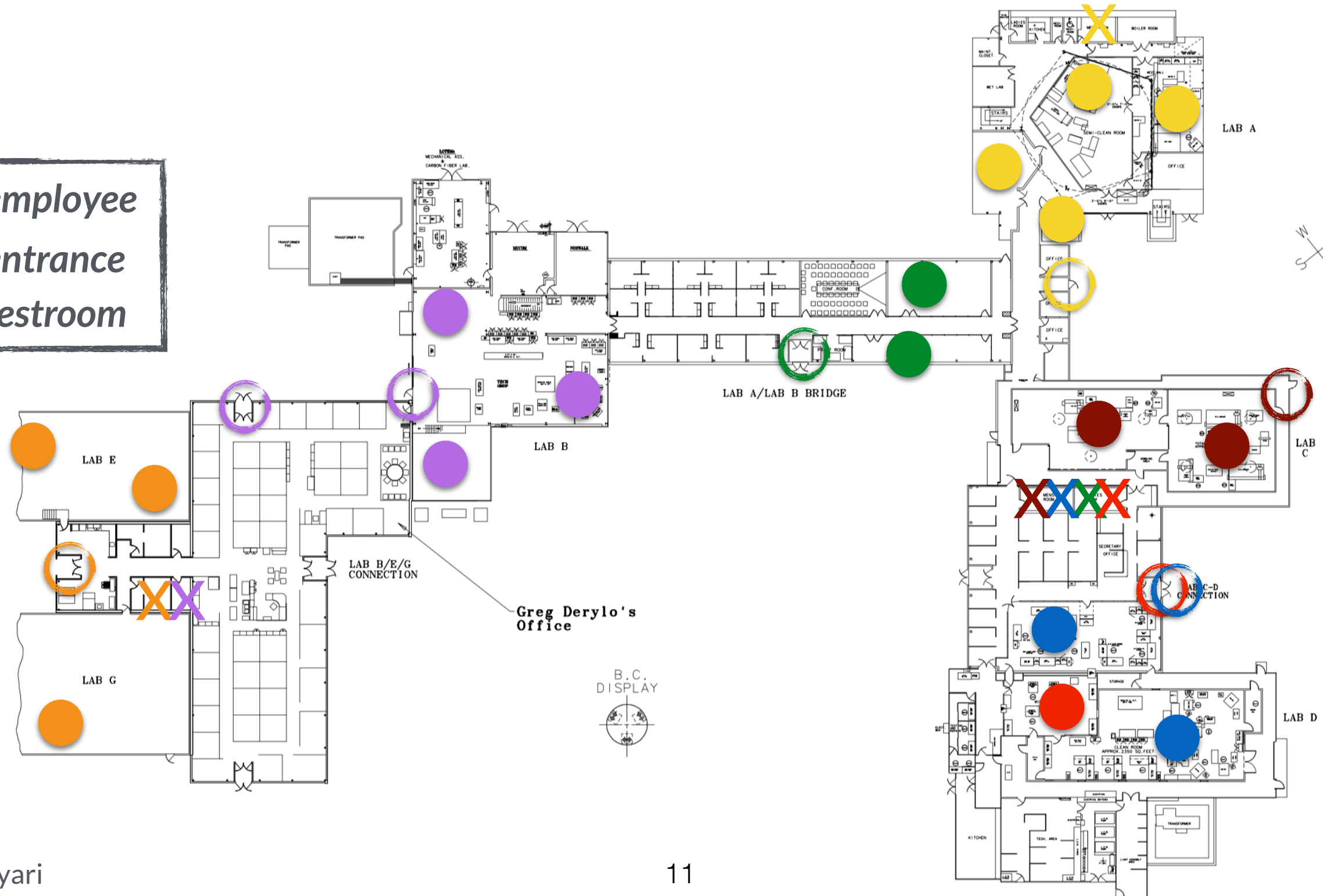
- PPE is available in designated PPE areas
  - **Gloves, Face masks, Disinfectant wipes, Hand sanitizers etc are located near entrances**
  - PPE point of contact at SiDet : **Bert Gonzalez**

**X Wall mounted hand sanitizer**



# 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, eating outside or eating in your car



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• **ALARA: “As Low As Reasonably Achievable”**

- Use of coffee machines is forbidden by the Division
  - Seems they are getting used at SiDet
- As we get close to the cold season I will be in touch with you collecting information about your lunch plans





# Restroom Occupancy Protocol

- Restroom occupancy protocol is in place
  - Signs are posted to encourage single occupancy
  - Magnets are provided to essential employees
    - Available on the counter in front of fish tank
    - Please place your magnet on the restroom entrance door to indicate the restroom is occupied





# Working Areas Occupancy

- **Number of employees/users** working in a working area during every shift is limited to **one**.
  - Started experimenting having 2 individuals work in **lab D** and **Fish Bowl** simultaneously
    - Is minimized to as few times as possible per week (a couple of shifts per week)
  - **We should still exhaust other options before having 2 people work in the same working area for long hours**
  - It is possible to take shifts in the evenings or during the weekend if your task can be performed safely
    - Unused shifts are still available for almost all 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
- If your shift starts in the afternoon and another colleague is working in the same working area in the morning, please coordinate with one another so that you go to your work station after they leave.



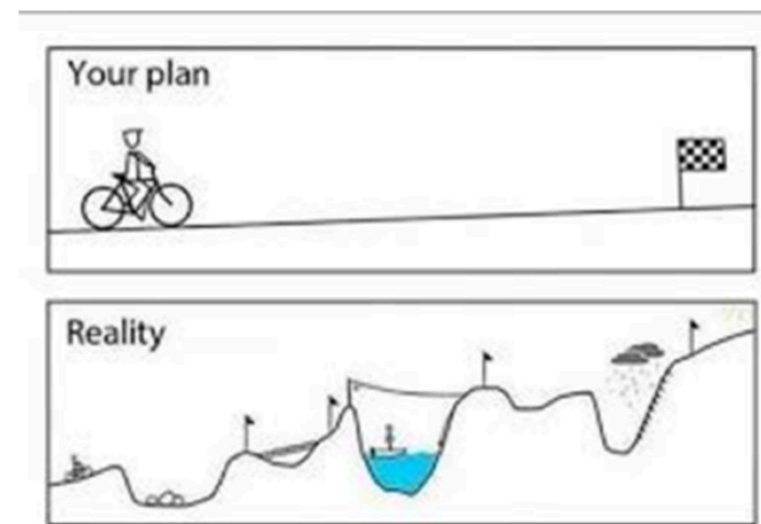


# Please Note!

## Work Planning is more important than ever!

- All work plans should include COVID-19 safety precautions
- Stay vigilant. Take a step back if you are distracted. Stay in the present. Ask questions.
- Rethink your work to minimize contact with others and remain at least 6 feet apart.
- Job walkdown and pre-job discussion are key elements.
- Extra PPE and HAs are required if you will be working within 6 feet of a coworker; HAs must be approved by Josh
- Use IMPACT Work Planning database tool.

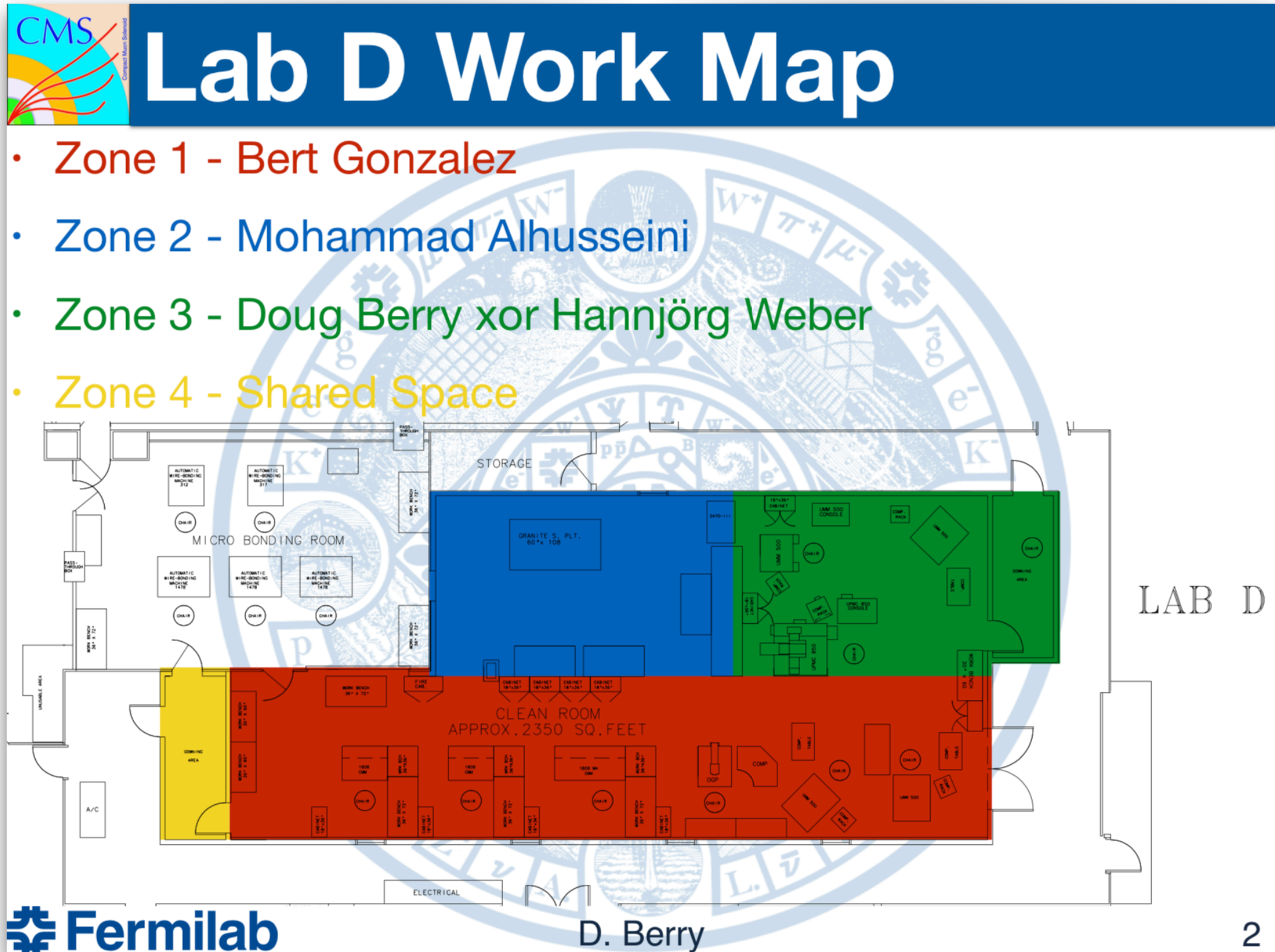
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# Lab D Cleanroom

- A written work plan needs to be prepared in a case where more than one individual is working in a working area for extended hours



# Lab D Cleanroom

- Thought through guidelines and steps need to be communicated to all involved participants
- All participants should be OK with the arrangements
  - Options are always available if someone prefers to work alone



## LabD Work Plan

- Workers will stay in their respective work zones
  - Only one person allowed in shared space at a time
    - Occupancy will be verbally announced
    - Occupancy will be indicated with a magnetic pin on the door to the interior and exterior of lab D
  - Only one person in their zone at a time
  - Only two zones occupied simultaneously
  - Minimum 6 ft. separation when workers pass through zone 1 to access zone 2 or 3
    - Verbal announcement when entering a zone to pass through it
  - Masked must be worn at all times
  - Tool must be wiped with disinfectant before and after use



D. Berry

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# Expectations and Safety

- *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*
  - *not using appropriate protective equipment*
  - *not working in their designated work area*
  - *etc*



# Checking in and out

- Please remember to check in when you arrive and check out when you leave
  - <http://checkin.rubinov.org/sidet>

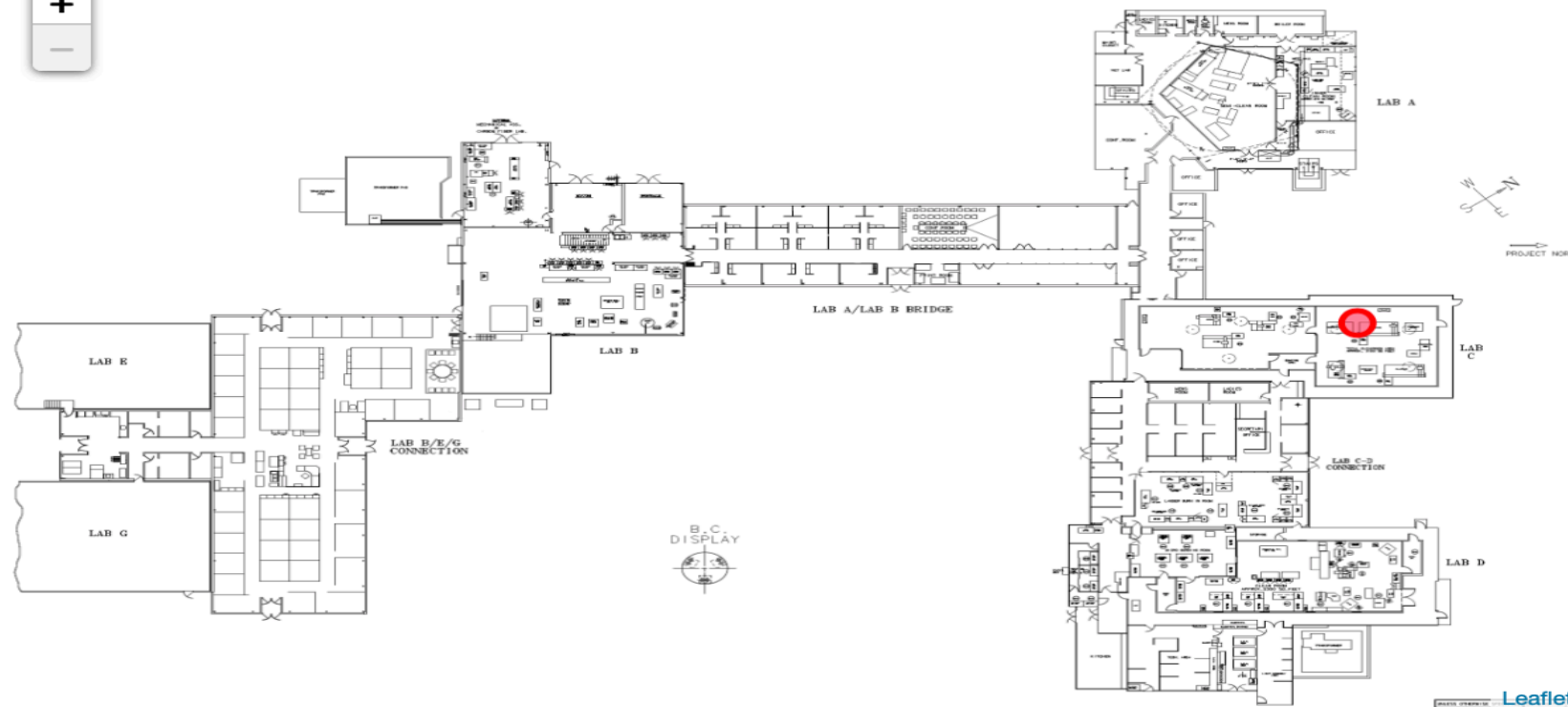
**Instructions:**

1. Type in your name
2. Choose "check in" or "check out"
3. If checking in, click on all the locations you plan to work (no more than 3)
4. If checking out, skip clicking on the map
5. Press the "SUBMIT" button under the map
6. Don't worry if you miss-click- just submit, checkout and do it again.

Name:

Check In  
 Check Out

Comment:



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# Check-in System for Employees/Users

- ***Employees/Users:***

- Please let your supervisors or project point of contact 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/users every one or two hours



# Checking In!

- Communication tools: Zoom/FaceTime/personal phone/email
- This table is also on the shift schedule spreadsheet:

<https://docs.google.com/spreadsheets/d/1DarbToSWNLQWKHlPyyWCU-ljRJ-OFEL-Bm4614sRg8/edit?usp=sharing>

SiDet Return to On-site Work Schedule

File Edit View Insert Format Data Tools Add-ons Help Last edit was yesterday at 4:06 PM

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	A	B	C	D	E	F	G
1		<i>Monday</i>			<i>Tuesday</i>		<i>Wednesday</i>
2	<b>Location</b>	<i>August 31 - morning</i>	<i>August 31 - afternoon</i>	<i>August 31 - evening (after 5 p.m.)</i>	<i>September 1 - morning</i>	<i>September 1 - afternoon</i>	<i>September 1 - evening (after 5 p.m.)</i>
28	Small conference room						
29	Leticia's office						
30	Abhishek's office - BEG						
31	Jamie's office and lab D pump room						
32	Walk-through				Jamie Grado		
33	Cindy's office area						
34	Rick's office - BEG	Rick Tesarek			Rick Tesarek		Rick Tesarek
35							
36		Rounds 2, 3, 4, 5, 6, 7, 8 & 9					
37		<b>Employee</b>	<b>Project</b>	<b>Project's POC</b>	<b>Please check-in with</b>		
38		Sho Uemura	CCD	Juan Estrada	Juan Estrada		
39		Mohamed Hassan	ADMX	Andrew Sonnenschein	Andrew Sonnenschein		Lab D and fish bowl zones and work-pla
40		Ryan Heller	CMS	Artur Apreysan	Anadi Canepa		
41		Bert Gonzalez		Ted Liu Lenny Spiegel Zoltan Gecse Ye Zhenyu	Rick Ford		
42		Michelle Jonas	CMS Brookhaven	Ted Liu Lenny Spiegel Ye Zhenyu			
43		Mark Ruschman	SuperCDMS	Dan Bauer			
44		Adam Anderson	CMB	Adam Anderson	Brad Benson		
..			SuperCDMS	Andrew Sonnenschein			

Employee	Project	Project's POC	Please check-in with
Sho Uemura	CCD	Juan Estrada	Juan Estrada
Mohamed Hassan	ADMX	Andrew Sonnenschein	Andrew Sonnenschein



# 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 Thursday*

- 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

- Round 9 starts today, 09/03/2020
- One other consecutive round is expected in the same phase
  - Rounds 10
- PPE point of contact at SiDet: **Bert Gonzalez**
- We meet on Thursdays 8 a.m. to 9 a.m.
  - Before a new round starts
- Please continue following the safety guidelines at the lab
- Please send me your next week's hours/work requests by the end of every Thursday
- Please let me know if you have any feedback or questions





# Thank You!



