



Muon Department Meeting

Brendan Kiburg, Julie Whitmore

Department Meeting

Nov 18, 2021

Today's Meeting Agenda

- Brief Introduction
- Talk on Goal Setting Workday Activity, Ilene Winston
- General Updates
 - COVID Testing
 - Safety
 - Training
 - Winter Break
 - Upcoming Plans
 - AOB

Welcome to the Department

Dan Ambrose joined the department this month.

He is working on the Mu2e straw tracker production in MN

Welcome Dan!



COVID Testing

- Random testing has begun
- If you are stopped at the gate, you will be directed to medical. Please go directly to medical (the only exception is if you are dropping off a child at daycare).
 - The wait time has been about ~20 minutes, so it will probably cause a 30 minute impact
 - Everyone understands this is an inconvenience and may cause delays
 - Please notify people you were planning to work with
 - If you have something that is highly coordinated or time critical (e.g. DOE / VIP), consider a time buffer if appropriate.
- Dee has spoken with ES&H. If you are selected, you can charge the time:
 - The code is 70.COVIDTSTVAC
 - For PPD this code will show up as PPD-70.COVIDTSTVAC COVID TEST OR VACCINE - Cost Charged for Fermilab Staff to Have COVID Testing or Vaccination on the “Transfer” pulldown menu on your timecard in Kronos. You may have to search for it by putting “COVID” in the “Activity” field.
- We are interested in understanding the impact
 - Many people are worried about the impact in advance
 - If you are personally impacted (either tested or work delayed due to a colleague’s testing), please let us know

Safety

The lab remains in maximum telework, however

- there are on-site essential activities in labs and experimental halls
- for some people returning to site, it has been quite a while
- PPD started seeing an uptick in incidents over the last few months (mostly 1st aid, stings, *not planning job*, cut, finger in door)

Please use the work planning tools

- IMPACT is the online system for planning jobs and doing hazard analyses
- Think about hazards, social-distance when possible
- Perform the pre-job walkthrough
- Follow the plan and pause to replan if things need to deviate
- Involve our safety experts (Raymond, Katie) for advice if you don't know the answers or procedures

Training

We learned from the division in October that PPD is doing pretty well on their training.

One area that the division was behind in was Harassment and Discrimination Training, which is mandated by state law.

Everyone in the Muon Department has completed this important training. Thank you, and please continue to do so when it comes due.

Voluntary Winter Recess

Dec 24th 2021 -- Jan 3rd, 2022 (inclusive)

- On-site activities and infrastructure will be minimized
- New update: Daycare will also be closed during this period
- Accelerator/experiments will still run

By coordinating the downtime, the hope is that people will take the opportunity to recharge while knowing there is minimal activity going on.

Managers will not be asking people to perform non-essential (time-critical) work
The program is voluntary, not mandatory, and it is ok if you determine that you need to spend some time working.

Odds and Ends

- Please ensure you have documentation in for Workday events (e.g. COVID policies)
- Timecards are due early several times over the next few weeks
- Try to plan extra time for procurement requests as people have some time off planned around the holidays

Upcoming plans

- Continue to understand and evaluate budget guidance when it becomes formalized
- Touching base with the department EDI task force/committees to begin organizing updates
- Input from you on department issues or concerns?
- AOB/Discussion?