



Muon Department Meeting

Brendan Kiburg, Andrei Gaponenko

Department Meeting

Mar 17, 2022

Today's Meeting Agenda

- Brief Introduction
- Talk on Goal Setting Workday Activity, Ilene Winston
- General Updates
 - People
 - Safety
 - On-site work
 - Training
 - Travel
 - Snowmass
 - AOB

Welcome to the Department

Vincent Fischer joined the department earlier this year

He is working on the Mu2e straw tracker

Welcome Vincent!



Personnel Updates

Andrei Gaponenko started as deputy dept head in January

Formalized the creation of a Muon Operations Group, led by Greg Rakness

Latoya Woods returned from rotation in March

- Welcome back!
- G-2 requests should be directed to Latoya, cc: Sonya
- Mu2e requests should be directed to Sonya, cc: Latoya
- Will be in a few days a month
- Some Friday coverage will be lighter, please plan ahead on purchases

Safety

More people are returning to site

- Please ensure training is up to date
- The lab has seen an uptick in incidents as people return (slips on ice, paint fumes w/ poor ventilation, sudden movements, two trips in working areas, 1 incident where employee told supervisor of a chemical spill 2 years after incident)
- Severe weather Week in February
 - Review tornado shelters for your work areas
 - Check physical access to your shelters (some shelters are behind locked doors)

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

On-site Work

Fermiworks task due March 25th

Required of all employees (replaces previous telework doc)

Please communicate with your supervisor about your plans

If you haven't been on site for a while, please check the expiration date of your badge.

- If it is expired, you will need to make a badging appointment and have the appropriate COVID documentation status to come on site.
- **Please keep your old badge** -- during the chip shortage, these will be reused/extended
- If you are issued a new chipless badge, you will need physical keys for building access



Announcements

2 items



Submit New Flexible Work Arrangement Re...

For Remote, Hybrid and Onsite (Situational Telework), create a new request below: Follow the...

[Create Request](#)

On-site Logistics

- On-site work optional for everyone as of February 28
 - Please respect individual choices regarding on-site, hybrid, or remote work. Everyone is balancing personal constraints, challenges, and risks.
 - Typically about 3-5 people per half day
- Mask requirement currently relaxed as of March 14 (except for elevators)
 - Tied to CDC definition (related to local conditions, hospitalization)
 - Supply of KN95 available on WH9E admin counter for people to use as needed
 - Typically about 10 people on the floor throughout the day
 - Glassed offices: rotate usage when masks are required to offer less restricted space
- Meetings
 - Libra is available; 3 foot social distance guideline
 - Suggestion is to utilize “every-other seat” spacing
 - Please continue to ensure that all meetings have zoom connections available for people that are not onsite. We want everyone to maintain the opportunity to be fully engaged.

Training

- Please review your training and bring things up to date
- Two new training courses
 - Fermilab's Flexible Workforce and Campus Updates (should complete prior to on-site work)
 - Science and Technology (S&T) Risk Matrix Lab-wide Training

Travel

Domestic Travel - Being approved at the division level

- Guidance: “Also, please remember domestic travel doesn’t need to be on the spreadsheet any longer. Submit directly through the TA system for approvals, well in advance of event/travel start date.”
- Please communicate travel requests with your supervisor. We still do not have FY22 Budget Guidance and there are significant travel plans for Snowmass.

International Travel - Goes on the weekly spreadsheet that requires DIR + DOE approval

- “The further out the foreign travel dates the better so it gives DOE time to review, approve or disapprove, and the travel office to process and obtain country clearance approval.”
- Some international travel is starting to be approved

At a minimum, the following questions should be considered before requesting and approving travel:

- Is the justification to attend compelling, clear and affordable?
- Is this travel necessary to advance the mission of the lab? If so, how?
- Does the desired outcome require in-person attendance and therefore, cannot be accomplished via another safe and less expensive alternative such as e-mail, audio and/or net (Web) conferencing or videoconferencing?
- Does the justification of the desired outcome align with the mission of the lab and sufficiently support lab presence at the in-person event?

Snowmass

- July 17 - July 26 at the University of Washington in Seattle
- Snowmass organizers surveyed community to understand in-person demand
- Need to plan our request
 - Funding and (integrated) DOE approval remain unclear
 - This is an important opportunity for junior colleagues to participate in planning process and develop their case with the community
 - We need to know who wants to attend in person. Please communicate with supervisors

Open Discussion

What ideas do you have for improvements?

What concerns or questions do you have?

How are things going for people?