

## Cindy Rogers

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**From:** owner-allhands@listserv.fnal.gov on behalf of Fermilab News <news@fnal.gov>  
**Sent:** Friday, March 13, 2020 11:51 AM  
**To:** allhands; all-users  
**Subject:** From Nigel Lockyer: COVID-19 update; telework if you are able to

Dear Colleagues,

As mentioned in Wednesday's all-hands message, Fermilab has a plan for responding to the COVID-19 outbreak. A senior team is meeting daily to monitor the situation. This plan has triggers we use to determine steps to take to help contain the spread of the virus.

**I am writing today to inform you of additional measures we are taking to protect the workforce, our colleagues and the public.**

These include:

New prevention measures:

- Telework if you have a telework agreement in place and your duties do not require an on-site presence. **Please connect with your supervisor first** to confirm your status and the actions that need to be taken to prepare for teleworking.
- If you are an employee who is especially vulnerable at this time (including those defined by the CDC as People at [Higher Risk and Special Populations](#)), talk to your supervisor about accommodations.
- Employees, users, visitors and contractors who have traveled to or through any Department of State Travel Advisory Level 3 or 4 region driven by COVID-19 impacts are not allowed to physically report to the lab for at least 14 days after their return. These countries currently include China, Iran, South Korea and Italy.
- Limit face-to-face meetings and employ teleconferences and physical distancing (at least six feet if possible).
- Fermilab's public events and tours are cancelled or postponed through March.
- The following events are changed through April:
  - All face-to-face colloquia and seminars will either be held remotely or postponed, in coordination with the speaker
  - The director's coffee break is cancelled
  - Wine and cheese is cancelled
- The gym will be closed.
- Fitness classes, athletic leagues and club activities are cancelled.
- All self-serve food in the cafeteria will be removed.

Individual Actions:

- You should plan for what you would do if the lab needs to take additional measures, which may include closing day care, stopping all food services and closing the grounds in Batavia to the public.
- Please ensure your Everbridge information is up to date in case we have critical information to communicate (<https://member.everbridge.net/453003085611188/login>).

- If you are feeling distressed or anxious about your health or the health of your family, you may contact the Employee/Member Assistance Program (Website: [www.ers-eap.com](http://www.ers-eap.com); Phone: 800-292-2780).
- To prepare for a possible absence, please take home each day items that may be needed for an extended period of telework, assuming you have the proper documentation and approvals.
- We are working on additional guidance regarding timekeeping and will post this information on [www.fnal.gov/covid19](http://www.fnal.gov/covid19) and distribute it through managers when available.
- COVID-19 may cause severe symptoms in certain populations, including those defined by the CDC as People at Higher Risk and Special Populations (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/index.html>). Employees, users, visitors who are at higher risk are strongly encouraged to telework or reschedule their visit.

Prevention measures previously mentioned:

- If you don't feel well, please stay at home and call your doctor if your symptoms worsen.
- Postpone or cancel all non-essential domestic business travel.
- Cancel all international business travel until further notice. Personnel who have traveled to or through a Department of State Travel Advisory Level 3 or 4 driven by COVID-19 impacts within the last 14 days should reschedule their visits to Fermilab for a later date. These countries currently include China, Iran, South Korea and Italy.
- Use everyday prevention measures such as coughing into your sleeve, washing hands often for 20 seconds and cleaning your workspace.
- Boost your immune system: eat right, exercise, stay hydrated, get sleep, reduce stress.

Fermilab's plan is consistent with DOE and CDC guidance, and coordinated with local public health officials. As the coronavirus spreads, we can expect guidance to evolve, sometimes daily. We will continue to assess operations to enable a measured approach to reduce those operations, if necessary.

If there are any significant changes, we will let you know immediately.

Please continue to watch for all-hands and Everbridge messages, read the *Fermilab Today* e-newsletter and routinely check [www.fnal.gov/covid19](http://www.fnal.gov/covid19).

Thank you for your help,

Nigel