

## Cindy Rogers

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**From:** owner-allhands@listserv.fnal.gov on behalf of Fermilab News <news@fnal.gov>  
**Sent:** Friday, March 20, 2020 5:27 PM  
**To:** allhands; all-users  
**Subject:** From Nigel Lockyer: Additional site access restrictions at Fermilab's Batavia site; virtual all-hands meeting on Tuesday

Dear Colleagues,

The last few weeks have been unprecedented. I want to thank you for your flexibility and your dedication in the midst of so many changes in both our personal and professional lives. Thank you to everyone for continuing to contribute to the lab's mission, and to supervisors for creatively and flexibly managing the workload in these challenging circumstances.

Effective Monday, March 23, the lab will be suspending all functions at the Batavia site except for essential work to be conducted on site, consistent with the current Illinois "stay at home" announcement. All employees who can work from home will continue to telecommute. Our goal has always been to keep our lab population and our community as healthy and safe as possible, and this requires that we minimize the number of people who come to the lab. We are defining "essential work" to be conducted on site as those activities needed to ensure:

- Safe, secure, and well-maintained facilities, systems and equipment
- The ability to respond appropriately to on-site emergencies and situations
- The long-term integrity of research and operations
- People's abilities to effectively telework, including computing support to maintain teleworking
- Scientific computing
- Support for village residents

For awareness, activities that will be paused during this period include:

- There will be no beam from the accelerator
- The site will be closed to users (other than village residents)

**Only specific individuals who have been notified that they are designated as essential personnel supporting one of the above activities are authorized to be on site beginning on Monday, March 23.** Site security will maintain a list of essential personnel who are permitted to access the site during this period. Please direct any site access questions you might have to your supervisor. The village will remain open for village residents.

People have asked whether they can come onsite to collect an item from their office needed to telework. The answer is yes. This is considered an essential activity that enables you to work remotely. You must speak with your supervisor before going to the lab to ensure that you are on the approved site access list for that day. While at the lab, keep your visit to the site to a minimum and maintain social distancing of at least six feet from other people at all times. Also, you must ensure you have the appropriate property pass in place.

### **Remote/virtual town hall on Tuesday**

I understand this is a challenging time, and I look forward to the opportunity to speak with you all directly. I will be holding a virtual all-hands town hall meeting next week, on Tuesday, March 24, at 10 a.m. To view the all-hands, go to <https://www.fnal.gov/allhands/> (Services login required).

If you have questions that you would like to submit for the town hall, please submit them by 10 a.m. on Sunday, March 22, to [staffquestions@fnal.gov](mailto:staffquestions@fnal.gov).

### **Telework is required if job duties may be performed remotely**

- Non-essential personnel are required to telework if any of their job duties may be performed remotely.
- Supervisors are expected to identify assignments for employees that can be conducted remotely, such as completing online training, reviewing or developing documentation, or other work-related activities. Supervisors also are expected to check in with employees frequently, to keep track of assignments and their employees' well-being, and document work performed by teleworkers.

### **Pay and timekeeping**

- Personnel working onsite and all others teleworking must code hours worked on their Kronos timesheets as usual (with a notation to indicate telecommuting where appropriate by right clicking in the comments section).
- **Regular and fixed-term employees who are unable to work due to COVID-19 related circumstances and cannot telework** may use up to 30 days of special leave under the code "Weather Diff."
- Employees who are both teleworking and providing care for children at home should report actual time worked, and may use the "Weather Diff" code if necessary, after coordination with their supervisor. It is expected that many employees may find it necessary to balance telework with caring for children at home due to school closings. Some employees in this situation may wish to discuss the possibility of varying their hours of telework with their supervisors.
- For additional information for employees, please review the Q&A from WDRS at <https://hr.fnal.gov/> (requires login).

### **Illness prevention, notification to your manager and self-quarantine**

- Please continue to follow CDC guidelines on preventing illness – <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>. If you develop a fever and a cough or shortness of breath, contact your doctor.
- **If you have symptoms, you also are strongly encouraged to notify your supervisor (or experiment spokesperson for users) and self-quarantine in consideration of your health and that of others.**
- **Anyone who is sick should not come to the lab.**

### **Resources for employees and users**

- Please see [www.fnal.gov/covid19](http://www.fnal.gov/covid19) for a list of available resources for employees and users during this challenging time.
- If you are feeling anxious or distressed, I recommend you contact the Employee/Member Assistance Program: [www.ers-eap.com](http://www.ers-eap.com) or 800-292-2780.

### **Fermilab employees in South Dakota**

Work in South Dakota continues at the present time. We are closely coordinating with Sanford Underground Research Facility. For Fermilab employees in South Dakota, any workplace restrictions will be aligned with SURF's site access requirements and processes and communicated through SDSD.

### **Keep updated**

These are challenging times for many of us as we adjust to changes in our work and personal lives. It's important to thoughtfully support and check in with each other. Thanks to everyone for your patience and flexibility.

You will receive updates via email, and Everbridge where appropriate, on the status of operations as the situation changes, including information on return-to-normal operations. Please ensure your Everbridge information is up-to-

date in case there is critical information to communicate (<https://member.everbridge.net/453003085611188/login>).  
Please also check [www.fnal.gov/covid19](http://www.fnal.gov/covid19) for additional details.

I look forward to speaking with you at the virtual town hall meeting on Tuesday.

Nigel