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COVID-19 Safety Plan

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Guiding Principles

- *Fermilab's first and primary objective is to provide a safe and healthful workplace*
- *The Lab is required to protect the confidentiality of employees' medical information while protecting the health and safety of everyone*
- *The Lab will respond immediately to mitigate any viral threat, notify impacted individuals, and minimize or eliminate exposure to others*
- *The Lab will use CDC guidance and a scientifically based approach in response to this health crisis*
- *Personnel reporting to Lab work sites are expected to adhere to Fermilab's requirements on safe work practices*

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Purpose and Scope

The Fermilab COVID-19 Safety Plan applies to all personnel employed by the Fermi Research Alliance, LLC and the onsite subcontractors of FRA. This plan applies to both the Batavia, Illinois, site and leased spaces, including the LBNF Far Site. The LBNF far site will also follow the SDSTA COVID-19 planning guidance and direction for non-leased spaces but are expected to meet the requirements of this plan as a minimum for all work locations at the South Dakota campus.

The COVID-19 Safety Plan is focused on worker safety and health. The Plan is considered a living document that may evolve over time to reflect changes in the pandemic situation, workforce needs and onsite conditions, vaccine rollout and external guidance or requirements.

The requirements will remain in place until the Department of Energy authorizes the expansion of onsite operations based on public health best practices as determined by CDC and other public health experts.

General Assumptions

- Social responsibility and self-monitoring are key to implementing this plan. It is the right of all personnel to stop onsite 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, including this plan.
- Fermilab has developed safety and health requirements based on the [Department of Energy \(DOE\) COVID-19 Workplace Safety Plan](#), CDC guidelines and reserves the right to employ stricter guidelines when appropriate.
- Fermilab's policy on [Community Standards](#) applies.
- People whose work can be done remotely will be required to continue teleworking until further notice.
- Only individuals whose key duties or work activities are required to be performed on-site will be allowed physical access to Fermilab sites and facilities.
- All personnel will be screened each time they enter the site before being allowed to report to their work area or enter the Village. (See Appendix A - Screening Process)
- Personnel who are symptomatic or do not pass the screening will not be allowed on site and if they do not pass the screening, an employee, user or Village resident may schedule an appointment with the Fermilab Occupational Medical Office (x3232) to be tested for COVID-19.
- All personnel working on site will be required to wear an appropriate face covering when inside a building unless they are alone in a personal office space (with walls, ceiling and their office door closed). Face coverings are required outdoors if >6 feet from another person cannot be consistently and completely maintained. (Appendix B- Protective Equipment & Protective Behavior)
- The Fermilab Work Planning & Control requirements (FESHM 2060) shall be implemented for all activities as required by the chapter, including close proximity (<6 feet) work. All work plans must be considered and include COVID-19 as a hazard and identify how hazards will be mitigated at the task level.
- Personal hygiene, including frequent and thorough hand washing for 20 seconds, coughing into a sleeve and staying home when feeling unwell, is required.
- Transportation services will be varied due to staggered dispatch hours to maintain social distancing requirements.

- The number of visitors to Fermilab sites will be minimized to mission critical visits only and efforts should be made to conduct visits virtually. Any approved visitor shall follow all COVID safety requirements.
- The site will remain closed to the public until further notice.
- The Users Center & gym will remain closed until further notice.
- Cafeteria operations will be continuously evaluated based on the demand and number of staff at the Laboratory and may vary in services provided (e.g., take-out only, food truck services, etc.).

Definitions

25% Occupancy Limit is the limit imposed during times of high community transmission or prevalence - for office buildings, no more than 25% of the normal occupancy for the office building, for other buildings, not more than one person per 200 gross square feet of the space in the building.

Close Contact is someone who was within 6 feet of an infected or potentially infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.

Contact Tracing is the process of identifying individuals who were in close contact with a person who is suspected of having COVID-19 or confirmed to have COVID-19. Close contacts are not allowed on site during for a quarantine period aligned with CDC guidance.

Essential Onsite Vendor or Contractor are people associated with Fermilab contracts in Batavia that are identified as mission essential by the D/S head.

High Community Transmission or Prevalence is defined as a disease incidence case rate greater than 100 new cases per 100,000 population in the past two weeks using a 7-day rolling average for each day or greater than 200 new cases per 100,000 population in two weeks using a 7-day rolling average for each day in communities surrounding sites that have demonstrated adequate COVID-19 mitigation controls.

Site Optional is defined as personnel whose key duties (most or all) can be performed remotely.

Site Flexible is defined as personnel who have some key duties or work activities that are required to be performed onsite.

Site Critical is defined as personnel whose key duties must be performed on site.

Telecommuting, either occasional or regular, involves employees working at locations other than their primary Fermilab worksite. See the [Remote Work Policy](#).

Teleworking is an arrangement in which all of an employee's duties are performed remotely. See the [Remote Work Policy](#).

Roles and Responsibilities

The **Laboratory Director** or designee shall

- Consult with the Response Coordination Team on all matters of the plan.
- Approve this plan and provide it to DOE for approval.

- Provide lab wide communications to lab staff, users and Village residents regarding the provisions of this plan.

The **Chief Safety Officer** shall

- Be responsible for this plan and any necessary revisions as well as any supporting documentation or information (such as the COVID-19 webpages).
- Communicate to the lab population on the COVID-19 safety requirements and any changes related to the pandemic.
- Be responsible to calculate the community prevalence or transmission rate daily and, if the rate exceeds DOE requirements, notify laboratory leadership immediately to implement the 25% occupancy limit (see Appendix E).
- Be responsible to announce onsite activity rollback if/when IL announces mitigation requirements (see Appendix E).
- Ensure the [contact tracing process](#) is maintained and implemented according to CDC requirements.

The **Facilities Engineering Services Section Head** shall

- Be responsible for facility ventilation and air filtration and adjusting systems to the maximum extent feasible according to current guidance from CDC, OSHA and the American Society of Heating, Refrigeration and Air-conditioning Engineers standards. Assist in relocating workers if ventilation is inadequate.
- Provide services to design and erect barriers for laboratory spaces in Batavia in need of engineered COVID protective measures.

The **Finance Section/Procurement Department** shall

- Be responsible for communicating this plan and all COVID-19 protective measures to contractors and vendors approved as essential onsite contractors/vendors.

Division, Section, Project Heads shall

- Communicate the requirements of this plan to their organizations and reinforce the expectations through line management supervisors
 - Supervisors and Line management is accountable for enforcing COVID-19 safety and health rules, plans and procedures and enforcing all requirements of this plan, including the social distancing and face covering requirements
- Identify Site Critical, Site Flexible or Site Optional personnel
 - Site Critical personnel perform critical activities and their key duties must be performed on site.
 - Site Flexible personnel have some key duties that must be performed on site and are able to telecommute to perform the rest of their duties.
 - Site Optional personnel include those whose key duties (or most of their key duties) can be performed remotely.
- Ensure telecommuting is maximized by Site Flexible and Site Optional personnel.
- Ensure appropriate consideration has been given to the high-risk population when identifying and assigning work on site.
- Ensure personnel have completed COVID-19 Safety training and understand the requirements of working on site

- Supervisors are required to ensure their teams have completed the COVID-19 Safety training prior to returning to the site or within 1 business day after returning to site
- Provide approval for one-off access requests to the Security Operations Center to allow Site Flexible and Site Optional personnel access to the Batavia site.
- Provide approval to the Procurement Department for vendors and subcontractors that have been identified as essential for onsite work.
- Allow for and coordinate with personnel to provide appropriate break times to give all personnel the opportunity to remove their face coverings safely in an enclosed office or conference room or outdoors.
- Collect feedback on the Safety Plan processes for potential improvement efforts
- Provide timely responses to all DOE or lab data requests
- Implement the 25% occupancy limit requirements for all office facilities not given an exception by DOE immediately when notified of high community prevalence or transmission.
- Identify individuals to conduct twice daily COVID-specific walkthroughs of all occupied, onsite areas. Walkthroughs must ensure that COVID safety requirements (proper wearing of face coverings, social distancing, etc.) are being implemented and/or corrected. See Appendix C for procedure.
- Maximize distance between onsite workers by reassigning workspaces if feasible.

Fermilab **Employees, Users and Affiliates** shall

- Complete the COVID-19 Safety training and the necessary steps to request site access as Site Critical, Site Flexible or Site Optional.
- Abide by all safety and health requirements of this Safety Plan, including:
 - Wearing an appropriate face covering while on site as defined in Appendix B.
 - Keeping a social distance from others (at least 6 feet) as a priority and, only after exhausting other options, developing a work plan and hazard analysis to work within 6 feet of another person.
- Follow all social distancing signage in elevators and queueing areas.
- Stay at home when feeling sick or experiencing COVID-like symptoms and notify the Fermilab Occupational Medical Office (x3232) or your Division Safety Officer.
- Access the site via the established screening process (questionnaire and temperature check).
- Take breaks as needed to remove face coverings, only when alone in an enclosed office or conference room (with four walls, ceiling and your office closed door).
- Utilize stop work authority if unsafe work conditions are observed.
- Follow the ergonomic guidelines in Appendix D when telecommuting/teleworking.

Onsite Operations

All onsite laboratory operations will incorporate all applicable aspects of this plan consistent with DOE's expectations. All organizations are to minimize workforce onsite and maximize telecommuting. All onsite activities will be performed in compliance with this plan to mitigate COVID-19 transmission risk. Maximum telework will continue to be used to mitigate risk of COVID-19 community spread. Continuous monitoring of the health and sick leave of the workforce will continue.

Travel

Travel restrictions will remain in place consistent with the CDC and/or State Department and approved by the Laboratory Director in consultation with DOE. Fermilab’s business and personal [travel requirements](#) must be followed for all personnel traveling from/to Fermilab sites.

Time Charging

Time charging guidance during COVID-19 is below. The most up-to-date version is posted [here](#).

All employees who work remotely, even on an occasional basis, must complete a Remote Work request form in FermiWorks according to the [Remote Work Policy](#).

Note: People are encouraged to continue to take normal vacation leave as needed/desired for rest and health.

COVID-19 Time Reporting			
Employee State	Type of Pay or Leave		Kronos Pay Code
Not permitted to work onsite and able to telework	Regular Pay		Hours worked with telecommuting comment
Not permitted to work onsite due to worksite closure, not able to telework, and none of the other situations below apply	Temporary COVID-19 leave ¹		Weather Diff ¹
Ill with COVID-19 or COVID-19 symptoms or caring for a sick family member with COVID-19 or COVID-19 symptoms <i>If the employee or family member is recovered but still under isolation, the employee may request telework if available</i>	Temporary COVID-19 leave		Weather Diff
	<i>Once temporary leave exhausted, use paid time off as follows:</i>		
	1	Sick leave (current accrued balance)	Sick
	2	Borrow from future sick leave accrual	Sick
	3	Vacation (current accrued balance)	Vacation
4	Borrow from future vacation accrual	Vacation	
Quarantined due to exposure or potential exposure to COVID-19 <i>Exposed while engage in non-work activities</i>	1	Telework if able – Regular pay	Hours worked with telecommuting comment
	2	Sick leave or borrow from future sick leave accrual if needed	Sick
	3	Vacation or borrow from future vacation accrual if needed	Vacation

Quarantined due to exposure or potential exposure to COVID-19 Exposed while engage in work activities including business travel	1	Telework if able – Regular pay	Hours worked with telecommuting comment
	2	Temporary COVID-19 leave may be available <u>subject to DOE Contracting Officer approval</u> ^{1,2}	Weather Diff ^{1,2}
All other COVID-19 related absences	1	Vacation is an option in any situation or	Vacation
	2	Leave Without Pay (LWOP) is an option <u>after all available paid leave has been used.</u>	LWOP

Note 1 Once access to the site is restored, partially or completely, in phases or all at once, Temporary COVID-19 leave (Weather Diff) ends for the portion of the site for which access is restored. Employees who returned to onsite work after previously using Weather Diff may not resume charging of Weather Diff unless approved by the DOE Contracting Officer.

Note 2 COVID-19 leave availability will end on March 31, 2021 unless extended by the federal government.

Instructions for the use of Temporary COVID-19 Leave (Weather Difficulty pay code)

1. Employee must contact Supervisor to discuss the reason the leave is needed. Consideration must be given as to whether telework is an option for the employee rather than paid leave. Consult the [Telecommuting Task Library](#) to identify additional opportunities for telework. Contact your HR Partner for assistance.
2. In cases where leave is sought due to quarantine resulting from exposure or potential exposure to COVID-19, the employee must contact the Medical Office for further instruction regarding contact tracing and quarantine.
3. Fermilab Occupational Medical Office will refer employees back to supervisor or HR Partner to address timekeeping questions.
4. Supervisors must complete the request for use of the Request for Use of Weather Difficulty Pay Code form following the Request for Use of Weather Difficulty Pay Code procedure.
5. No use of the Weather Difficulty pay code will be approved by supervisors or managers until a fully approved request form has been received.

Expectations for Common Areas

Fermilab has reduced the risk of exposure to COVID-19 by restricting site access, restricting travel, instituting telework options and sick leave expectations, and cleaning frequently trafficked areas with recommended disinfectant; however, common areas could pose a higher risk for transmission due to the potential for higher density of personnel that may be within six feet of each other. Where possible, engineering controls (e.g., physical barriers) will be installed.

Additionally, specific administrative controls will be imposed which will include:

- Appropriate occupancy limitations have been posted via signage for all elevators and protective measures are required (e.g., face coverings). As a result of these restrictions, staff are encouraged to use the stairs as much as practicable.
- Appropriate occupancy limitations are posted via signage for conference rooms. Non-face-to-face interactions (e.g., conference calls, email communication, Zoom meetings, etc.) will continue to be maximized.
- At Wilson Hall, stairways will become unidirectional to minimize contact with other staff. Open stairwells on the north end will be used for traversing up and the closed stairwells on the south end will be used for traversing down. Signage will be provided to direct staff accordingly.

- Appropriate occupancy limits have been posted via signage for restrooms. Additionally, it is encouraged that staff use the lined waste receptacles to dispose of trash including disposable protective equipment (e.g., face coverings, gloves, etc.). DO NOT use the toilets to flush any protective equipment. This causes significant damage to the plumbing system.
- Government vehicle occupancy is limited to two personnel at a time. All passengers shall wear face coverings in government vehicles, even if alone. Government vehicles shall be wiped down after use with disinfectant wipes.
 - Taxi service is available; however, capacity of the shuttle has been reduced to four passengers. All passengers and drivers will be required to wear face coverings.
- The Users and Badging Offices are operating on an appointment-only basis and will require 48 hours' notice. Only one person will be allowed in the Badging Office (in addition to the Badging Office personnel) at a time and only five in the User's Office (in addition to User's Office personnel). The User's Office will require close coordination with the Divisions, Global Services and Security-Gate Check for any new or renewed access requests for all worker types that require access to the Batavia site. No additional housing for Users will be allowed beyond current occupancy until further notice.

In addition to these administrative controls, safety measures will depend on emphasizing basic individual infection prevention measures. This includes practicing good hygiene (e.g., washing hands) and infection control practices (e.g., social distancing, wearing face coverings, contact tracing, etc.).

Management Oversight of Safety Plan

The laboratory has the responsibility to evaluate the activities, processes and policies relating to COVID-19. This will be done by the Response Coordination Team in consultation with the lab senior leadership, Chief Operating Officer and Laboratory Director.

Document Control

The COVID-19 Safety Plan is posted at COVID-19 SharePoint OneDrive and linked on the Employee COVID resource page.

Communication Plan

The communication plan will focus on the following:

- Broad communications to the Fermilab community via email to all-personnel and all-user messages, as well as livestream webcasts.
- Targeted communications, including virtual meetings with the lab director, to supervisors regarding the plan and specific requirements for onsite screening, and the completion of COVID-19 Safety training.
- Targeted communication to personnel, users and subcontractors who will be working on the Batavia and Lead sites, including comprehensive information on the screening process; completion of training (for employees/users); social distancing, mask-wearing and protective equipment guidance; state of the site, available services, and what they can expect.
- Updates to resources for personnel at the Fermilab at Work COVID-19 page.
- Updates to Fermilab webpages, including the fnal.gov/covid19 site.
- Communications with the Community Advisory Board, local mayors and other relevant stakeholders.
- Training (as defined in Appendix B)

Vaccine Policy and Plan

The emergence of SARS-CoV-2, the virus that causes coronavirus disease (COVID-19), has led to a global pandemic that has disrupted all sectors of society. COVID-19 vaccination has been found to be both safe and effective in reducing the risk of severe illness from current COVID-19 strains. The purpose of the Vaccine Policy and the Vaccine Plan is to explain Fermi Research Alliance, LLC's (FRA's) approach to COVID-19 vaccinations for FRA employees, for village residents, and for users, affiliates and subcontractor employees on site at Fermilab in Batavia.

Fermilab has established both a lab policy and plan regarding COVID-19 vaccination and strongly encourages its workforce to be vaccinated as soon as possible in accordance with local processes.

The policy and plan can be found [here](#).

Conclusion

Fermilab's experience has been that implementing the COVID-19 protective measures is effective at protecting workers and reducing the risk of COVID-19 transmission in the workplace.

References

Department of Energy COVID-19 Workplace Safety Plan (3/2/2021)
<https://www.energy.gov/covid/doe-safety-strategy>

Fermilab COVID-19 ES&H Information and Requirements
<https://esh-docdb.fnal.gov/cgi-bin/sso/ShowDocument?docid=5518>

Centers for Disease Control and Prevention COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Aerosol Filtration Efficiency of Common Fabrics Used in Respiratory Cloth Masks
<https://pubs.acs.org/doi/10.1021/acsnano.0c03252>

Study: High Thread Count Cotton, Silk Among Best Materials for Face Masks -
<https://news.wttw.com/2020/04/28/study-high-thread-count-cotton-silk-among-best-materials-face-masks>

Why 6 feet may not be enough social distance to avoid COVID-19
<https://www.sciencenews.org/article/coronavirus-covid-19-why-6-feet-may-not-be-enough-social-distance>

The first modern pandemic
<https://www.gatesnotes.com/Health/Pandemic-Innovation>

Appendix A - Screening/Testing Process

The Batavia campus screening process is required for all personnel who have been authorized to be on site to reduce the risk of possible COVID-19 infection or the spread of the virus. This process is intended to provide a defense-in-depth strategy that includes individual screening prior to site entry to identify COVID-19 symptoms or other non-typical conditions and a thermal screening to detect fever. Employees, Users and onsite residents (over the age of 18) have the option for COVID-19 testing using the RT-PCR testing process if not allowed site access due to the answers provided during screening.

The process will emphasize the importance of every individual's responsibility for monitoring of their own health and transparency to protect the health and safety of all personnel.

The screening and COVID-19 testing process will include the following steps and will be performed by the Fermilab Protective Force and the Fermilab Occupational Medical Office:

- Gate entry – check Fermilab ID, approved Site Critical personnel list, approved Site Flexible or Site Optional (daily request) list, questionnaire, temperature check
- “Pass” the questionnaire and no indication of elevated temperature, then access is granted.
- “Flagged” by questionnaire or elevated temperature, then access is denied.
 - Optional COVID-19 testing is available at Lederman Science Center parking lot (accessed via Pine Street Gate only)
 - Records relating to the OMO COVID-19 testing will be kept with the same confidentiality standards as other personnel medical records maintained by the OMO.

Site Entry Procedure

1. All FRA personnel, DOE personnel, users, subcontractors, vendors, delivery personnel, and visitors will be required to be pre-screened by answering COVID-19 symptom questions and taking body temperatures at the control entry points.
 1. Screening Process
 - a. Verbal screening questionnaire message board (if yes, no access)
 - a. Do you have COVID-19 or any COVID-19-like symptoms?
 - b. Have you been in close contact with someone with COVID-19-like symptoms?
 - b. Body temperature checked (≥ 100 F = no access)
 2. COVID-19 Testing
 - a. FRA personnel, US DOE employees, subcontract personnel, subcontractors and users who are symptomatic or do not pass the screening may elect to be tested for COVID-19.
2. COVID-19 Testing Process
 - A. Is conducted by Fermilab Occupational Medical Office (OMO) personnel.
 - B. OMO personnel will staff the drive-through testing.
 - C. University of Chicago provides OMO with the proper training in collection of sample and process delivery to the university for analysis.
 - D. OMO will follow CDC guidance for donning, doffing, usage and disposal of the PPE for sample collection.
 - E. Drive through COVID-19 testing will be offered to those who demonstrate symptoms, elevated temperature and/or flagged by the screening questionnaire.

- F. When necessary, ES&H/ESP will conduct close contact exposure tracing for COVID-19 positive cases or symptomatic or potentially exposed individuals.
- G. Personnel who had tested positive for COVID-19 virus must remain in isolation for at least 10 days after the onset of illness (when symptoms began) and at least 3 days after recovery (resolution of fever without fever-reducing medications).
- H. All personnel who have been tested, self-quarantined or suspected, must contact OMO by phone to schedule an appointment prior to returning to work on site.

Appendix B - Protective Equipment and Protective Behavior

COVID-19 is spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected may have symptoms of illness or they may not. According to the CDC, people who are infected and do not show symptoms are able to spread the virus.

Fermilab has reduced the risk of exposure to COVID-19 by restricting site access, restricting travel, instituting telework options and sick leave expectations, and cleaning frequently trafficked areas with recommended disinfectant.

All personnel on Fermilab sites (Batavia and Lead) are required to cover their face when in indoor spaces and in outdoor spaces where six-foot distancing cannot be completely and consistently maintained. See Table 1 for requirements. Contact the Division Safety Officer or supervisor for additional information regarding Table 1.

Note: The [Reasonable Accommodation Policy](#) may be used to request exemption from mask requirements due to medical or religious reasons.

Face coverings are not considered personal protective equipment (PPE) from a work planning and control standpoint. For some on site tasks, additional PPE may be necessary, such as a face shield or other barrier. Please consider the hierarchy of controls prior to utilizing protective equipment, including:

- elimination/substitution,
- engineering controls and
- administrative/work planning controls.

It is Fermilab’s goal to ensure that all personnel have access to a face covering. There are a number of ways for personnel to get a face covering, including: at the gate, through the Fermilab stockroom, or a homemade or purchased face covering. Disposable face coverings must be disposed of in a lined trash bin.

Generally, unless individuals bring their own face covering or obtain one at the gate, protective equipment and PPE orders shall be made via the online stockroom. The items will then be delivered to the indicated location or available for pick up in the stockroom vestibule.

If supply is limited, stockroom orders will be reviewed and approved based upon scheduled work and may be filled upon availability due to supply chain shortages. Please utilize [CDC guidance to extend the life of your protective equipment](#) to the extent possible.

As always, Fermilab’s work planning and control requirements should be implemented during this time. This includes management review of work plans and job walk downs to ensure the scope, hazards and mitigations are adequately addressed as outlined in FESHM 2060.

Table 1 Fermilab COVID-19 Protective Equipment and Protective Behavior Risk Chart

Potential Exposure Activity	Risk Category	Protective Equipment Requirements	Additional Requirements
Outdoors, separated from other personnel	0	None	Maintain a 6 foot or greater social distance.

<p>Inside buildings or enclosures, other common spaces (e.g. elevators, lunchrooms, hallways, vehicles)</p>	<p>1</p>	<p>Face covering</p>	<p>Maintain a 6 foot or greater social distance when possible.</p> <p>Pass by others quickly in hallways and corridors.</p> <p>Respect the capacity limitations for elevators (posted next to elevator car) and restrooms.</p> <p>Limit of two individuals in a vehicle.</p> <p>Clean surfaces used prior to leaving.</p> <p>Wash/sanitize hands after touching surfaces or removing face covering.</p> <p>Face cover may be removed only when alone in your personal office or conference room with four walls, ceiling and door closed.</p>
<p>Inside a lunchroom/breakroom or other common area when eating or drinking</p>	<p>2</p>	<p>Face covering (may be removed only when eating or drinking)</p>	<p>Eat alone whenever possible by utilizing compliant office or conference room, or staggering lunch break schedules.</p> <p>Maintain 6 feet or more from others.</p> <p>Respect the room capacity limitations.</p> <p>Clean surfaces after eating and drinking.</p> <p>Wash/sanitize hands prior to eating/drinking and before returning to work.</p>

			<p>Don mask immediately after eating/drinking or when traversing the area.</p> <p>Potluck-style meals are strongly discouraged.</p>
Working within 6 feet of another individual	3	<p>Face covering and face shield and impervious gloves</p> <p>OR</p> <p>Face covering and safety glasses/goggles and impervious gloves</p> <p>OR</p> <p>Other PPE identified after a job hazard analysis is completed</p>	<p>Approved written hazard analysis describing the task, hazards, and protective measures.</p> <p>Division/Section Head approval may be required for some D/S; confirm approval requirements.</p> <p>Wash hands after removing protective equipment.</p>

Note 3 Risk Categories 2 and 3 activities may result in quarantine if one person develops COVID-like symptoms or has a confirmed diagnosis.

Note 4 Medical and first response personnel are to follow internal exposure control protocols.

Note 5 "Face covering" means cloth face mask or disposable face mask compliant with CDC guidance.

Based on the specifics of a work activity, the following safe work practices should be considered:

- Maintain proper spacing in between persons in a shared space. Tape floors, place cones, post signs and use other job aids to provide visual cues to workers.
- Consider assigning workers to another location (e.g. from a cubicle to a vacant enclosed office).
- Do not share lab coats or other personal protective equipment.
- Do not store assigned lab coats with other lab coats.
- Clean all tools using approved methods before use. Assume that any tool left out has not been cleaned or disinfected.

Stockroom Inventory

All protective equipment and PPE orders shall be made via the online stockroom. The items will then be delivered to the indicated location or available for pick up in the stockroom vestibule. If supplies are limited, stockroom orders will be approved based upon scheduled work and may be filled upon availability. Please utilize [CDC guidance to extend the life of your protective equipment](#) to the extent possible. Inventory is evaluated daily, and efforts to maintain stock are ongoing. If the lab is running low on certain protective equipment or PPE, the FESS stockroom will notify the D/S/P DSOs to communicate this information to D/S/P management. Common stock room supplies with stock numbers can be found [here](#).

Training/guidance on PPE:

- COVID-19 Safety training is required to be completed.
- Face covering guidance is provided in Appendix E.
- Protective equipment guidance requirements are posted in community areas.
- Protective equipment must be disposed of properly in lined waste receptacles.

Personnel are expected to:

- Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with others (> 6 feet).
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards (dependent on cleaning supplies).

Face Coverings

Face coverings are not considered PPE, but protective equipment. Personnel have the option of a disposable face covering or a launderable cloth face covering (depending upon availability). The CDC guidance is to use the disposable face coverings as long as possible or until they no longer function as intended.

- All personnel are required to wear a face covering when inside a building unless they are alone in a personal office space with four walls, a ceiling and a closed door. They will be required to wear a face covering when outside, if >6 feet from another person cannot be maintained.
- Personnel are allowed to provide and wear their own face covering if it is consistent with [CDC guidance for DIY face coverings](#).
- The lab will provide disposable and washable face coverings via the stockroom.
- Employees are responsible for laundering their own cloth face coverings supplied by Fermilab.
- D/S/Ps may establish a PPE point of contact for each department who will manage PPE and protective equipment requests for their department. Orders will be placed via online stock catalog.

Gloves

Gloves should be worn when personnel are not able to easily sanitize surfaces between workers or more than one worker is working on the same equipment (this should be minimized).

- Any impervious gloves are acceptable.
 - Nitrile, butyl and all other heavy-duty rubber gloves should be prioritized for work that requires them.
- It is recommended that if possible, D/S/P should designate tools, vehicles, equipment, etc. to individuals to prevent multiple users from using them. This will prevent exhausting the existing stock of gloves.
- Tools should be cleaned with soap and water or other appropriate cleanser after use.
- Frequent hand washing with soap and water for at least 20 seconds is the preferred prevention method.

Barriers

Barriers are an effective engineering control for certain areas where social distancing is challenging (e.g. the Main Control Room, Security Operations Center).

- D/S/P management shall work with their DSO and building managers to determine where barriers are needed.
- The building manager will place a work order to FESS including:
 - Size
 - Quantity
 - Location
 - Priority
- The carpenter shop will build the barriers and arrange for the installation.

Area cleaning

Personnel should clean common, frequently touched areas in their immediate work area such as printers, copiers, break tables, kitchens, microwave exteriors, vending machines, etc., to alleviate the demand for Janitorial Services, and to allow them to prioritize high risk areas. Janitorial Services is available for detailed cleanings through the normal service request process.

- Janitorial Services provides enhanced cleaning in common use areas such as lobbies, restrooms and elevators in accordance with CDC guidelines.
- Janitorial Services can increase frequency of cleaning depending on the areas being used.
- D/S/P management should develop a list of high priority areas and communicate them to building management.
- Building management can then request additional cleaning upon availability.

Appendix C – COVID-specific Walkthroughs

The purpose of the covid-specific walkthrough is to provide assurance that covid protective measures are being adhered to at all times inside Fermilab facilities.

Walkthrough Procedure

1. Identify specific occupied area to walk through

D/S/P Heads or Department Heads will identify individuals to conduct the walkthrough and assign specific areas. Areas should be walked twice per day, ideally once in the morning and once in the afternoon. Be sure occupants are aware of the purpose of the walkthrough.

2. Walk through assigned area – twice per shift

Individuals should be familiar with the Fermilab covid protective measures described in this plan.

Observe people in the assigned walk through area and ensure:

- Face masks are worn properly (snuggly over mouth and nose)
- A minimum of six feet is maintained between individuals, or if close proximity work ensure Hazard Analysis is available and being adhered to

If individuals are not following the protective measure requirements, tell them politely what action is needed to correct the situation – e.g. put on their face mask, step back to create more distance, etc.

3. Report to D/S Head and Supervisor

Send a brief email to your supervisor and D/S/P Head to let them know the walkthroughs were completed and if any issues were encountered.

Appendix D – Ergonomics Guidelines for Telework

1. Complete the Fermilab Computer Workstation Ergonomics training
 - a. https://www.esh.fnl.gov/pls/cert/schedule.show_course_details?cid=8959&fid=0000X
2. Try to duplicate your home office set up similarly to your work office set up; as close as possible and feasible.
 - a. Do not work directly on laptops for extended periods of time. There is evidence that shows that prolonged exposure to working directly on laptops can lead to musculoskeletal issues in the neck, shoulders, wrists and/or hands.
 - b. Sit comfortably, having your keyboard and mouse at/near your elbow height, and the top of the monitor/laptop be close to eye level.
 - c. Bring your keyboard and mouse from your work location to your home.
 - i. It is recommended employees disinfect any equipment they are bringing home before removing from the work location.
 - ii. Utilize an external monitor if you have one available. If not, prop up your laptop to eye level as if it were a monitor. Just use the laptop as a “monitor” along with a keyboard and mouse.
 - d. Talk to your supervisor about ordering a keyboard and mouse if you do not have them available to use at home.
 - e. Workrite also offers some ergonomics tips for working from home in this video: <https://vimeo.com/400772308>
3. Use items you already have available at home, such as books, boxes, pillows, cushions to help optimize set up. For example:
 - a. If a good ergo chair is not available, utilize pillows or cushions for added support as well as a tool to raise your sitting height to better match the height of your table. Do not create another hazard in the process.
 - b. If foot support is needed you can use a cushion, box, or books on the floor as a footrest
 - c. Books or reams of paper can be used to raise your laptop or monitor to eye height.
4. Take frequent breaks by setting up reminders in your calendar.
 - a. It is recommended to take a 10-minute break every hour.
 - b. Try to fit in some quick exercises or stretches during your break. If the weather is nice, take a stroll outside; if you have a treadmill available at home, take a 10-minute walking break; or try doing some of these exercises or stretches:
 - i. <https://eshq.fnl.gov/atwork/ih/ergonomics/>
 - ii. <https://esh-docdb.fnl.gov/cgi-bin/sso/ShowDocument?docid=2162>
5. Notify your supervisor and your DSO if any issues or concerns arise while working from home.
 - a. Personnel who have or may be experiencing an injury while working from home shall be directed to contact the Medical Office (630-840-3232) after notifying their supervisor.

Appendix E – 25% Occupancy Limit During Times of High Community Prevalence or Transmission and Rollback Plan

Background

The DOE COVID-19 Workplace Safety Plan requires DOE sites to implement a 25% occupancy limit during times of high community prevalence or transmission. This limit applies to office spaces only and excludes DOE-approved exceptions and other facilities such as onsite residences, warehouses, high bays, assembly buildings, detector facilities, service buildings, and technical spaces (such as clean rooms) where at least 200 square feet per person can be maintained. Work activities performed outdoors are also excluded.

This limit will be implemented whenever there is high community prevalence or transmission where the case rate is greater than 100 new cases per 100,000 population in the past two weeks using a 7-day rolling average for each day or greater than 200 new cases per 100,000 population in two weeks using a 7-day rolling average for each day in communities surrounding sites that have demonstrated adequate COVID-19 mitigation controls in counties where more than 5% of the workforce reside.

The [Illinois Resurgence Mitigation Plan](#) may require additional rollback of onsite activities to align with regional requirements. The IL Resurgence Mitigation Plan has three tiers that progressively restrict community activities as COVID-19 spread increases. The state's primary metrics to track are: COVID-19 positivity rate; COVID-19 or COVID-19-like hospital admissions; ICU and med/surg hospital bed availability.

Scope

The scope of this document is to provide a risk-based roll back plan for Fermilab operations that aligns with both the DOE 25% occupancy limit and the [Illinois Resurgence Mitigation Plan](#).

The goal is to prevent on site transmission of the coronavirus. This is achieved with a multi-pronged approach including both on site requirements and off-site risks. On site activities must prioritize safety of personnel.

The goal is achieved by:

- reducing density on site;
- maintaining vigilance;
 - adherence to all COVID-19 protective measures and ES&H requirements
 - COVID-specific walkthroughs
 - All hands meetings and messages
 - Enhanced communications (via line management and brown bag lunch series)
 - IMPACT COVID hazard analyses
- Activity decisions via risk matrix (see below).

25% Occupancy Limit

Community prevalence or transmission will be calculated daily and include all counties where 5% or more of the workforce resides. If the weighted average exceeds 100 or 200 new cases per 100,000 populations, Fermilab will implement the 25% occupancy limit for all office areas without a DOE-approved exception. Once the community prevalence or transmission falls below 100 or 200 new cases per 100,000 population the limit will be lifted.

This limit is applicable to both IL and SD campuses.

Activity Decision Risk Matrix

The risk matrixes below shall be used by Division/Section Heads to determine which Batavia site lab activities are allowed, not allowed, or require D/S Head approval to continue for each tier of the IL Resurgence Plan. Each activity should be evaluated based on its lab priority (as determined by the D/S Head) versus the density of people needed to complete it. The matrixes emphasize close proximity work (people less than 6 feet apart) as the riskiest, and as the tiers increase this type of work is should be done for only the highest lab priorities.

Note: all outdoor construction activities continue for all tiers.

Tier 0 – Equivalent to Restore IL Phase 4: Revitalization

PRIORITY	Higher	ALLOWED	ALLOWED	ALLOWED
	Medium	ALLOWED	ALLOWED	ALLOWED
	Lower	ALLOWED	ALLOWED	DIV HEAD
Tier 0 (Restore IL Phase 4)		Low (1 person)	Med	High (close proximity)
		DENSITY (# of people)		

Tier 1

PRIORITY	Higher	ALLOWED	ALLOWED	ALLOWED
	Medium	ALLOWED	ALLOWED	DIV HEAD
	Lower	ALLOWED	DIV HEAD	NOT ALLOWED
Tier 1		Low (1 person)	Med	High (close proximity)
		DENSITY (# of people)		

Tier 2

PRIORITY	Higher	ALLOWED	ALLOWED	ALLOWED
	Medium	ALLOWED	ALLOWED	NOT ALLOWED
	Lower	DIV HEAD	NOT ALLOWED	NOT ALLOWED
Tier 2		Low (1 person)	Med	High (close proximity)
		DENSITY (# of people)		

Tier 3

PRIORITY	Higher	ALLOWED	DIV HEAD	DIV HEAD
	Medium	ALLOWED	DIV HEAD	NOT ALLOWED
	Lower	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED

Tier 3	Low (1 person)	Med	High (close proximity)
	DENSITY (# of people)		

Potential IL Stay Home Order

PRIORITY	Higher	DIV HEAD	DIV HEAD	DIV HEAD
	Medium	DIV HEAD	NOT ALLOWED	NOT ALLOWED
	Lower	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Potential Matrix if IL Stay Home Order <i>(subject to change based on the order, lab leadership and DOE)</i>	Low (1 person)	Med	High (close proximity)	
	DENSITY (# of people)			

Personal Behavior

Community spread of COVID-19 may be prevalent in the region around Fermilab (Batavia and Lead). The behavior of employees, users and subcontractors while off site, in their personal time, is critical to the safety and health of the individuals on site. While Fermilab does not intent to restrict personal activities through policy, it does recognize the risk to on site personnel. Therefore, sharing information regarding off-site risks with all personnel is critical and certain actions below are encouraged.

- Utilize Fermilab’s COVID safety protocols while off site
 - Wear a mask
 - Watch your distance
 - Wash your hands
- Avoid risky activities such as: large social gatherings, being in crowds, or attending mass gatherings
- Limit travel, but if necessary, consider 14 days of telecommuting upon return to avoid risk of transmitting to colleagues on site. At a minimum, if onsite presence is required, no proximity work should be performed for 14 days.
- Follow CDC and other expert advice for holiday and other celebrations.

In general, the more closely individuals interact with others and the longer that interaction, the higher the risk of COVID-19 spread. Individuals must always monitor for symptoms and notify their supervisor and the Fermilab Medical Office if a positive COVID test has been received or if symptoms develop.

- Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

Appendix F - Information for Personnel Using Face Covers

Cloth or disposable face coverings or face masks can be worn to limit the potential transmission from pre-symptomatic or asymptomatic carriers of COVID-19.

Disposable face coverings are available in the stockroom: 2650-051000.

When using a face cover, you should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the face cover limitations.
2. Wash your hands before and after touching and adjusting the cover.
3. Keep track of your face cover so that you do not mistakenly use someone else's face cover.
4. Face coverings should be kept in a plastic bag or similar container that prevents it from becoming contaminated while not being worn.
5. If the face cover is not launderable, dispose of it when it becomes soiled.
6. Dispose of damaged face covers or those that no longer function as intended.

How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box/bag and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
 - a. Face mask with ear loops: Hold the mask by the ear loops. Place a loop around each ear.
 - b. Face mask with ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - c. Face mask with bands: Hold the mask in your hand with the nosepiece or top of the mask at your fingertips, allowing the top headband to hang freely over the front of the mask. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
3. Face mask with ear loops: Hold both ear loops and gently lift and remove the mask.
4. Face mask with ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.

5. Face mask with bands: Lift the bottom strap over your head, then pull the top strap over your head.
6. Throw the mask in a lined trash receptacle. Clean your hands with soap and water or hand sanitizer.