

NUCLEAR AND PARTICLE PHYSICS DIRECTORATE

GUIDANCE FOR SUPERVISORS AND MANAGERS WITH RETURNING STAFF

GUIDANCE FOR EMPLOYEES RETURNING TO THE SITE

Details for returning to the BNL site are in the first edition of the "Brookhaven Lab Return-to-Site Guidance", available at <https://www.bnl.gov/return> where it can also be downloaded as a PDF and/or printed.

CONSIDERATIONS FOR BRINGING STAFF BACK TO THE SITE

PHASED RETURN OF STAFF

Please note that reentry to the Laboratory site should be phased or staggered so that the demands of mask wearing, while in the presence of others, are eased.

OFFICE SPACE

- Ensure that all employees returning to the workplace have an assigned office or workspace. This includes new employees.
 - Supervisors should ensure that their employee's workspaces are prepared for staff reentry.
 - Damage or needed repairs to offices or lab spaces should be completed in advance of the employee's return. Contact the Facility Project Manager (FPM) of the building for assistance
 - DCOOs can assist in addressing problems, if necessary.
- People who share offices should consider whether it is necessary for additional staff to come in immediately or stagger reentry.
- There are no restrictions on office occupancy for fully vaccinated staff. Masks will continue to be required.
 - Staff that are not vaccinated must continue to wear masks and maintain social distance from others, including in offices, conference rooms, and all other indoor areas and workspaces.
- Custodial services, upon approval to enter offices/labs, will be readying rooms to be occupied on March 14 and all other rooms will be scheduled later.
 - Contact the FPM for areas to be cleaned.
 - Custodial services will clean horizontal surfaces (windowsills, desktops, counters, shelving, etc.) if they are uncluttered and free for dusting.
 - Custodial services will continue to clean and disinfect common areas of buildings such as conference rooms.
 - Occupants are expected to regularly clean and disinfect their personal space and shared items such as phones, copiers, tools, etc.

TRAINING

- Supervisors should convey that COVID-19 "return-to-site" training (TQ-COVID) must be completed by all staff, users, contractors, and guests who have not taken the training before they begin work on site. This

is not required for those who previously have taken the training. If the training course already appears on the training record, it need not be taken again.

- Supervisors should advise staff to ensure that all required training is up to date.
 - This may include C-A Access Training, RadWorker I Training, and review of Work Plans/ESRs/Procedures for various workspaces.
 - Check BTMS at <https://www.bnl.gov/training> to check training requirements and status.
- It is recommended that Supervisors and Managers consider taking the “How to Manage a Remote and/or Hybrid Workforce” (PE-PE249) course, when available.
- Supervisors should also consider review of the following with their staff as they return:
 - General Employee Training (HP-V-001)
 - Emergency Planning and Response (GE-EMERGPLAN)
 - Facility-specific emergency response procedures

WORK PLANNING

- Remind employees of hazards in their work area and encourage staff to maintain situational awareness as they perform work.
- Review work planning and procedures for work activities to ensure staff are fully aware of hazards.
- Advise staff to start slowly with physical work. Gradually increase workload as staff refamiliarize themselves with the work.