

Dear Physics Division Staff (and friends),

Today the lab is moving to MEDCON 6 status. Accelerator and experiment operations will cease at 8 am tomorrow (Tuesday) March 24. At that time, essential staff on site will start an orderly shutdown of all equipment. The goal is to bring the equipment to a safe state by late Tuesday such that we can minimize user access to the site. Please do not come in unless cleared by your Hall Leader. Tomorrow's access is only for JSA employees, subcontractors and users that have been designated as on-site or on-call essential. In general, Users should remain off site until further notice.

The projection is to bring all equipment to a safe state in orderly manner will require physics staff and other laboratory staff (RadCon, EH&S, Engineering, Accelerator, Facilities) 2-3 days, so we will remain open **ONLY** for critical personnel until Friday March 27.

Starting Friday March 27 (exact time to be determined) we will enter a mode where only a few of the Physics Staff will be allowed on site. There will be **NO ACCESS** for anyone else of our Physics Staff and Physics Users.

If there is anything you **cannot do without** to be able to work productively from home in the upcoming shutdown period, you are allowed to discuss with your Hall or Group Leader and pick it up, this week Tuesday, Wednesday or Thursday **ONLY**.

The few of the Physics Staff allowed on site after March 27 together, in possible phone and/or internet conversations with subject matter experts, will need to manage all required tasks while we are in mode prohibiting access to non-essential staff. We pride ourselves in Physics to have many multi-talented staff, but settled on the following four staff as being essential:

Walter Kellner (alternate Jessie Butler)

Jack Segal (alternate Brian Eng)

Walt Akers (alternate Javier Gomez)

For HDICe cryogenic operations: Xiangdong Wei (alternate Tsuneo Kageya)

Please be aware the use of alternates only comes into effect might one of our four designated essential personnel (Walter, Jack, Walt and Xiangdong) get sick. As before, anyone having symptoms consistent with a possible coronavirus infection should stay home!

The Hall Leaders were asked to provide Walt Akers with information on what tasks need monitoring during this period, and how to get in contact with our various equipment subject matter experts.

For others, I remind you that:

- 1) If you can work from home please continue doing so.

- 2) You and your supervisor should discuss **all** options to do useful work from home. This can for example be keeping your training up to date, professional development you could potentially do, administrative tasks or improvement of work processes to gain effectivity, work on science publications or detector concepts, remote meetings, etc.
- 3) You and your supervisor should use social media (phone, skype, bluejeans, etc.) to regularly discuss work activities, to continue to track progress, and to ensure people work as effective as possible.
- 4) Only if you **cannot** do any functional work from home, after having discussed this with your supervisor, you can use the public emergency charge code for your timesheets.
- 5) Please do your timesheet on a daily basis as you can. We likely need to report on the usage of the public emergency charge code while in this MEDCON 5 (or higher) status.
- 6) Apply rules for social distancing in all your activities!

Tomorrow, in our weekly Hall/Group Leader (remote!) meeting I will go with the Hall and Group Leaders over any questions that may have come up.

Best regards, Rolf