

**Hall B and Hall D Shift Policy Statement**  
**Reaction to COVID-19 Situation**  
**March 17, 2020**

Due to travel restrictions caused by the ongoing pandemic, many shift takers are unable to travel to JLab. Their shifts have to be taken by the staff and other local collaboration members. We propose to modify the requirements for shift personnel as follows:

- Hall B: scheduling single-person shifts, 8 hours each shift, from 8 a.m. – midnight and two-person shifts from midnight – 8 a.m. for the rest of the spring run; During the day the Run Coordinator will be onsite as well.
- Hall D: scheduling single-person shifts (6 hours each) for the rest of the spring run.

Possible implications and limitations are:

- **No access to the hall:** A single shift taker should stay in the Counting House, not going into the Hall. For the latter other personnel must be available or called. In both Halls B and D this is a de-facto practice, since access to the hall is rarely needed and is typically carried out by experts.
- **The routine work of the shift taker** during production data taking is not overwhelming:
  - performing Moller polarimeter runs (Hall B)
  - moving the radiator using remote controls (Hall D)
  - starting/ending runs
  - looking at the monitoring plots
  - responding to alarms
  - communicating with MCC
  - calling on-call system experts in case of problems
- **Remote shift takers are optional:** Remote personnel are expected to help the single shift takers to scan the monitoring histograms and identify potential problems with the data. However, we cannot rely on such help since not everyone has a reliable network connection at home, while the institution's facilities may become unavailable due to their local policies.
- **Safety of equipment:** Hall B operations with the electron beam and Hall D operations with the photon beam are relatively safe. The equipment protection is automatic - as the magnet dumps, HV trips etc. No immediate manual intervention is required. A delayed reaction to an alarm may result in a loss of a fraction of data.
- **Communication and personal safety:** There are regular telephones in the Counting House. Additionally, the shift taker will carry a cell phone. The MCC and RC will know the cell phone number. The environment of the Counting House is no different from an ordinary office environment, as far as the personal safety is concerned.
- **Efficiency of operations:** We expect that the inefficiency (BANU) will be somewhat increased, but do not expect a significant factor.