

Date: March 17, 2020  
To: Marco Battaglieri, Eugene Chudakov and Cynthia Keppel  
From: R. Ent  
Subject: Implementing one person shifts in Halls B and D due to COVID-19 extraordinary circumstances.

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We recognize that the present COVID-19 world situation precludes many of the Hall B and D collaborators from fulfilling their shift commitments to the present running experiments in those halls. We have reviewed the attached proposed plan to implement one person shifts in these two halls during the remaining part of this experiment run cycle or while the COVID-19 travel restrictions are in place, whatever is shorter. We also sought advice from R. May, deputy AD of the ES&H division concerning the proposed plan.

In our view, the proposed plan allows for a safe continuation of the experiments in Halls B and D while avoid damage to equipment or waste of resources (e.g. beam time or data quality). The authorized changes are limited to the number of shift takers with no changes to their responsibilities to ensure a safe operation of the hall equipment. As proposed, the changes do not undermine in any manner or form the conditions, methods and procedures established by the Experiment Readiness Reviews (ERR) for safe and efficient execution of the experiments taking place in Halls B and D. Please ensure that all shift takers and support personnel in Halls B and D have very clear the things that they can and cannot do while taking shifts under these special conditions.

The possibility that a medical emergency arises for a single shift taker located far from other people is always worrisome. As a stop gap measure, four web cameras have been set to monitor each one of the four counting houses (A, B, C and D) and the four images fed back to each of the counting houses. The shift taker(s) responsibilities of all halls (A, B C and D) must be updated to include having this video feed always up, in easy view and to check periodically that the other shift takers appear to be doing well. If an abnormality is detected, please call the Counting House in question immediately. If no answer or an unconvincing answer is received, immediately notify the MCC Crew Chief and post an entry spanning the five logbooks ELOG, HALOG, HBLOG, HCLOG and HDLOG so that personnel familiar with the hall in question become aware of the situation and respond to it.