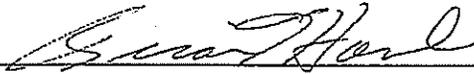


TJNAF BADGING OPERATIONS PROCEDURE FOR MEDCON 5 AND 6

7 May 2020

**TJNAF Badging Operations Procedure
for MEDCON 5 & 6
7 May 2020**

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7 MAY 2020

Date

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Table of Contents

Introduction.....	1
Administrative/Safety Controls	1
Security	1
Badging Operator.....	2
How to Use Remote Desk Top	2

INTRODUCTION

The purpose of this procedure is to outline the process for badging operations during **MEDCON 5 and 6**.

Customers approved to be on-site and are experiencing badge access issues should contact Security at (757) 269-5822.

Customers requiring the issuance of a new or replacement badge for mission-essential work shall request an appointment by emailing fso@jlab.org. On-call Security and FML staff will be available Monday through Friday, 8 a.m. to noon, to issue new and replacement lab photo badges to mission-essential JSA staff and Applied Research Center (ARC) tenants. The badging office is located at the SSC, Bldg. 28, Room 52.

All mission-essential construction subcontractor badging is to be coordinated by the SOTR with the Facilities Management & Logistics Office in advance to schedule appointments at (757) 269-6588 or email adavis@jlab.org.

NOTE: Disinfectant wipes and hand sanitizer dispensers are located at SSC reception desk - JSA recommends all involved customers follow CDC recommended handwashing hygiene procedures.

ADMINISTRATIVE/SAFETY CONTROLS

- Scheduling appointments for badge issuance/replacement are made in advance.
- All required training and the health survey questionnaire results are to be completed and submitted from off-site prior to scheduling of appointments.
- CDC guidance for customers to wear a non-respirator face covering is recommended by JSA staff and **required** to be worn by customers to be photographed – JSA Staff will direct when face mask/covering is to be removed just prior to taking photograph.

SECURITY

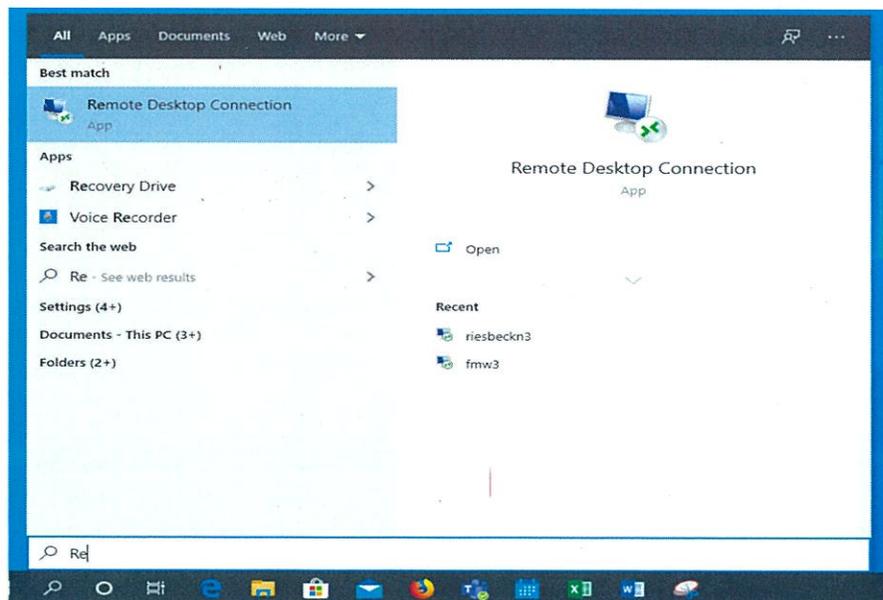
- Security staff will control entry to SSC lobby – 1 customer at a time.
- Limit SSC lobby occupancy to 4 persons total including JSA escort/SOTR, and Security Officer or staff.
- Security Officer or staff will collect government issued picture ID from customer to be photographed while maintaining 6 ft. social distancing requirements and wearing nitrile gloves.
- Security Officer or staff will call badging operator to confirm readiness for badging.
- Customer to be photographed will be directed by a Security Officer or staff member to the appropriate Room 52 door marked with Badge Office signage and enter when directed.

BADGING OPERATOR

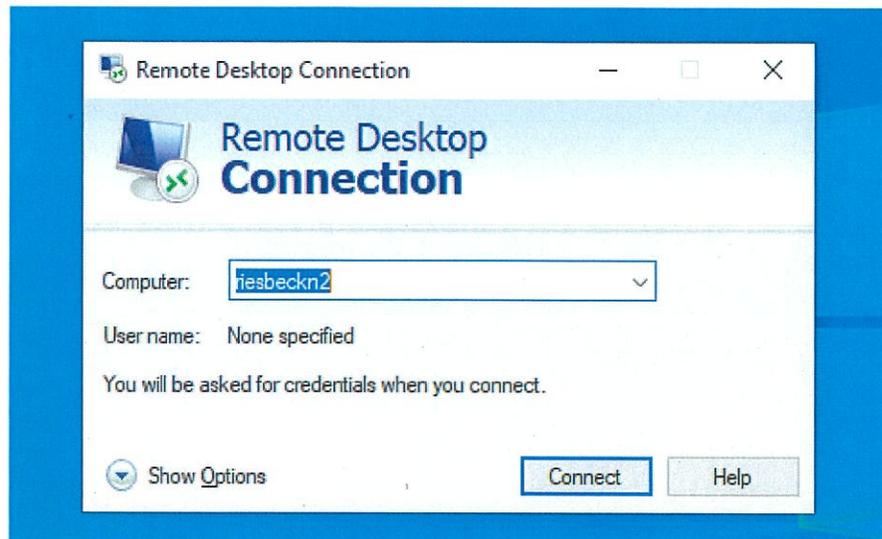
- Limit 1 customer at a time at badging picture station to maintain 6 ft. social distance requirements.
- While the customer waits outside:
 - Turn on the camera, lighting array, and printer.
 - Log in to the temporary computer located at the middle desk.
 - Remote connect into riesbeckn2
 - Open the appropriate record, navigate to the capture image screen as normal, and verify the live image is displayed.
 - Go back to the camera and adjust the view if needed before calling for the customer.
- Call in the customer, ask them to go have a seat in the badging photo chair, and explain the badging process.
- Take the photo and print the badge, then ask the person to wait in the hallway.
- With the customer outside; retrieve, assemble, and test the badge.
- Place the new badge on the first desk and call the customer back in to collect it.
- If more than one customer, log back into computer and remote desktop. Make sure camera is ready and call Guard to notify them that customer is finished and you are ready for next customer.
- When all customers are badged, turn off the camera/lighting array and log off both computers from the temporary workstation.

HOW TO USE REMOTE DESK TOP

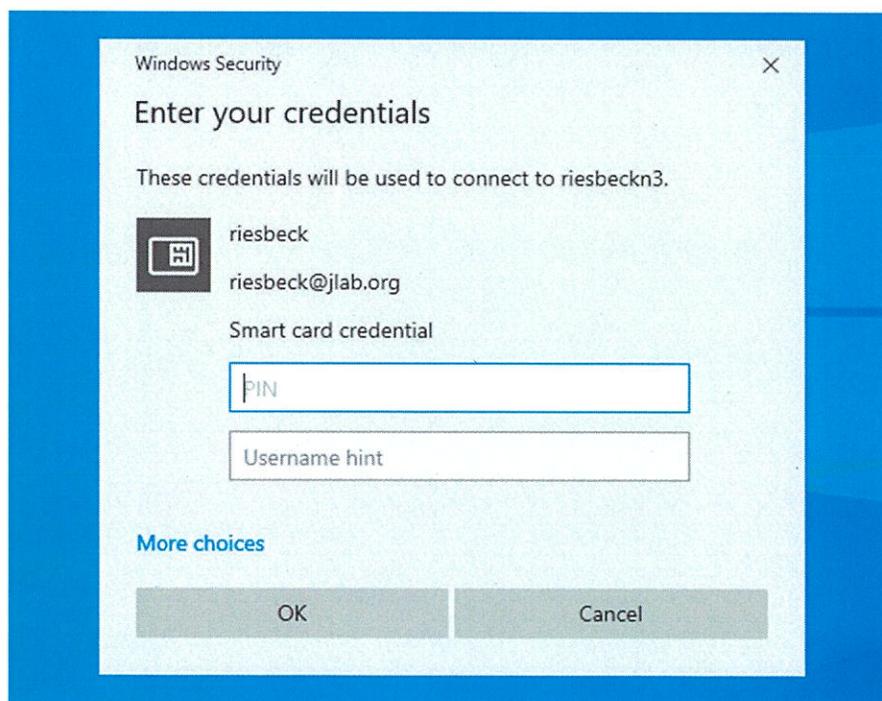
- Log into the temporary computer on the middle desk.
- In the Lower Left Corner click the magnifying glass and begin to type remote desk top, the suggested application will open as shown above.
- Click on the Remote Desktop App.



- In the Remote Desktop Connection Window type the computer you are remoting into. riesbeckn2



- Enter your login information. (Use pin not password)



- This will take you to the Badging Station computer screen you are used to using.

- When finished log off both machines.

