**FMENG Continuity of Operations Plan (COOP)**

This plan is to cover just the operation of the FMENG group during a potential shift from MEDCON 4 operations to MEDCON 5 or 6. Each group in the FM&L division has a separate COOP plan. Will share other group’s plans as they get refined.

* This condition follows the overall lab plan as prescribed on the Insight page and is tailored to specific operations within FMENG. See link: https://www.jlab.org/directors-messages/jlab-implementing-medcon-5-precautions-starting-tuesday-march-17-msg6. Currently there is guidance for MEDCON 4. Once MEDCON 5 is set this message will be updated and will govern all operations. The processes and procedures for our group are not meant to contradict the lab policy for MEDCON 5. If there is any confusion or question consult with your supervisor.
* Design operations are to continue but all staff in this group will primarily do their work from a remote location. (Home). Meetings and interaction should be done telephonically, via email or video conferencing. Designs are still pushing to meet published timelines assuming we remain in MEDCON 5. Details of telework guidelines will be passed separately. (Use Insight Announcements)
* Construction Operations will continue. Operations will be limited to oversight of awarded contracts with on-site work. There are two teams that will rotate oversight. Team one will be Russ and Joe. Team 2 will be Tom and Ed. Russ will coordinate schedules for both teams.
* Planning and FM&L Administrative Operations: All staff will work remotely with the exception of the duties that are assigned to Ariel. She will work on-site and assist with contractor badging, FM&L communications and vehicles. Catherine Paul will perform these duties on a weekly rotation with Ariel. Shauna will be a backup for either person should they be unable to come to work.
* The pre-award site visit for the Fire Suppression contract is still being determined. If we schedule during this condition all staff needed for the visit will be authorized to be at work to carry out their duties. More information will be passed once a date is set.
* Site visits for existing contractors that are already badged can happen if a teleconference will not work.
* If you are non-essential per FM&L guidance and need access to the site you need to ask your supervisor before coming to the Lab.

MEDCON 6: Details TBD. In general the lab likely will suspend the experimental program, placing the accelerator in a stable condition ready for rapid restart, and releasing all non-essential staff. Essential staff will work in staggered shifts to minimize exposure, will be issued PPE, will receive training on the use of PPE and other measures to reduce their personal exposure risk. Non-essential staff will work remotely (telework) where possible. The Lab would maintain site security, a small emergency operations team, and essential facilities. There would be very limited business services at MEDCON 6, essential staff would endeavor to maintain IT systems and support users, payroll, and emergency procurement and accounts payable. All other services would be discontinued and site access would be restricted to essential personnel only.

Guidance for all FMENG staff:

* If you do have not VPN capability on your laptop get it installed and working.
* Fill our and submit a property pass to bring your laptop home if you have not done so already. See Link: <https://misportal.jlab.org/railsForms/property_passes/new>
* Be familiar with setting up Bluejeans conference calls. See link: <https://cc.jlab.org/bluejeans>
* If you envision using an auxiliary monitor. Learn how to extend screens within Windows 10.
* Follow updates on Insight wrt the lab’s response on the Coronavirus. See link: https://www.jlab.org/directors-messages/jlab-implementing-medcon-5-precautions-starting-tuesday-march-17-msg6
* If you do not have a Lab provided cell phone make sure your supervisor has your contact number. Also, be prepared to forward your work number to your contact number.